

## **Person Specification**

### **Admissions and Information Officer**

#### **Part A**

The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage.

##### **Essential**

- Ability to clearly explain complex education-related information to families and professionals
- Experience of providing advice and guidance
- Ability to interpret and apply internal and external policies, including statutory guidance.
- Experience of recording and managing personal data with attention to detail and accuracy
- Good ICT skills, specifically in Microsoft Office and using large databases and case-management systems
- Evidence of effective interpersonal and communication skills
- Ability to present data and analyse appropriately for a range of audiences
- Experience of working with vulnerable families
- Good organisational and time management skills
- Ability to work effectively on own and as part of a team
- Ability to use own initiative
- Understanding of data protection, confidentiality and information-sharing
- Ability to work in partnership with a range of organisations

##### **Desirable**

- Experience of working with or in schools
- Ability to work in difficult situations while advocating on behalf of families
- Knowledge of the issues affecting families and young people who are new to the country
- Experience of using the Capita One Education system
- Good understanding of relevant school admissions processes.
- Knowledge of procedures in relation to safeguarding children

#### **Part B**

The following criteria will be explored further at interview stage

- Ability to clearly explain complex education-related information to families and professionals
- Experience of providing advice and guidance
- Ability to interpret and apply internal and external policies, including statutory guidance.
- Experience of recording and managing personal data with attention to detail and accuracy
- Good ICT skills, specifically in Microsoft Office and using large databases and case-management systems
- Evidence of effective interpersonal and communication skills
- Ability to present data and analyse appropriately for a range of audiences
- Experience of working with vulnerable families
- Understanding of data protection, confidentiality and information-sharing