**Admissions Secretary / Administrator**

**Person Specification**

**Essential Skills Required:**

1. Competent and experienced in the use of SIMS.
2. The ability to analyse and interpret SIMS data and produce reports.
3. Excellent customer service skills.
4. Competent in the use of all aspects of Microsoft Word, Excel, PowerPoint and Outlook.
5. Excellent communication skills in all areas.
6. Excellent telephone manner.
7. A minimum of 5 GCSE’s or equivalent including English and Maths at grade C or above.

**Desirable Skills:**

1. Two years’ experience of this or a similar role in a school environment.
2. Understand the need for confidentiality when dealing with sensitive information.
3. Be proactive and able to work to deadlines, working independently or as part of a team.
4. Be willing to undertake training and development.

AMC/an/July 2018