



## Admissions & Appeals Officer Person Specification

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The post -holder will need to possess the following:

<b>Qualifications &amp; Knowledge</b>	Sound working knowledge of Microsoft Office software, including email.
	Working knowledge of maintaining and developing electronic and manual records and data.
<b>Experience</b>	Successful administrative experience preferably in an educational environment.
	Experience in admissions administration and appeals preferable
<b>Skills &amp; Abilities</b>	The ability to maintain confidentiality
	Excellent communication and interpersonal skills.
	The ability to assimilate information quickly and respond appropriately.
	The ability to interpret and present data in a professional and appropriate format.
	Effective time management skills and the ability to balance competing priorities and achieve deadlines.
<b>Commitment</b>	Commitment to professional development and training.
	An interest in educational matters and a desire to learn more.
<b>Personal</b>	Ability to work both independently and as part of a team, working co-operatively and sensitively with others.
	Positive, proactive, professional and enthusiastic in attitude.
	Flexible and be able to adapt to changes in working methods and approaches.
	Ability to exercise judgement and know when to seek advice.
	Ability to work on own initiative and deliver a high level of service without requiring precise direction at every stage.
	Ability to display a calm, tactful and responsible attitude.