Harrytown Catholic High School

Person Specification: Admissions and Attendance Administrator
Responsible to: Administration Manager

Essential

- Minimum of NVQ Level 2 or equivalent in English and Maths
- Experience of working in an administrative role preferably with a knowledge of school attendance procedures
- Experience of a customer services environment
- Experience of working with young people and in a busy and constantly evolving environment
- Experience of using relevant software programs (MS Office etc.)
- Good communication and presentation skills
- Ability to develop positive relationships with pupils, parents and colleagues
- Good organisational skills and the ability to work to tight deadlines under pressure
- Confident user of IT systems at an advanced level
- Ability to maintain confidentiality at all times
- Good common sense and a willingness to learn
- High standards of attention to detail
- A flexible approach to work
- The ability to meet deadlines
- Ability to remain calm in challenging situations
- Ensuring policies and procedures are adhered to
- Ability to build positive working relations with colleagues
- Professionalism in all aspects of work
- Ability to use initiative and react appropriately
- Effective team worker
- Confident and professional approach
- Resilience
- Commitment to safeguarding, health and safety and equal opportunities
- Commitment to supporting the Catholic life of the school

Desirable

- Experience of working in a school or education setting
- Additional qualifications in First Aid
- Additional administration related qualifications
- Experience of using SIMS, FMS or other education-based software systems
- Experience of working with First Aid
- Good common sense and a willingness to learn
- Contribute to enrichment opportunities for pupils
- Practising Catholic