**PERSON SPECIFICATION**

**Student Services & Admissions Administrator**

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| Attributes  Education & Qualifications |  | Essential | Desirable |
| Good general level of education, preferably to at least A Level or equivalent | X |  |
| High level of competency in ICT – email, spreadsheets (Excel), databases (SIMS) and Microsoft Word including mail merge | X |  |
| High standard of English, both written and oral | X |  |
| Excellent typing skills | X |  |
| Commitment to personal professional development | X |  |
| Up-to-date certificate in Emergency First Aid in Schools (to be kept updated) | X |  |

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| Attributes  Experience & Skills |  | Essential | Desirable |
| Previous experience of working in a pressurised office environment and ability to prioritise to meet challenging deadlines | x |  |
| Proven tact and diplomacy | x |  |
| Perseverance and patience | x |  |
| Tact and discretion when dealing with confidential matters and sensitive situations | x |  |
| Experience of working in a school and an interest in education |  | X |

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| Attributes  Knowledge |  | Essential | Desirable |
| Ability to establish good working relationships with colleagues | X |  |
| Ability to work on own initiative with a proactive approach | X |  |
| Ability to work quickly and accurately, with meticulous attention to detail | x |  |
| Excellent communication and interpersonal skills and ability to communicate effectively with a variety of people |  | X |
| Planned and organised approach | X |  |
| Creative approach to problem solving | X |  |
| Ability to plan own workload and be aware of colleagues’ priorities | X |  |

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| Attributes  Other |  | Essential | Desirable |
| A commitment to equality principles and practices | X |  |
| Ability to form and maintain appropriate relationships and personal boundaries | X |  |
| Have a flexible approach to delivering an efficient and effective service | X |  |
| Tact and patience when dealing with people | X |  |
| Demonstrate a commitment to all aspects of safeguarding and the welfare of children and young people | X |  |
| Willingness to take on other roles and responsibilities within the team | X |  |
| The ability to take the initiative | X |  |
| Excellent time keeping record | X |  |
| Commitment to promote and model the Christian vision that underpins the Chiltern Hills Academy. | X |  |
| Satisfactory Enhanced DBS clearance and safer recruitment clearances | X |  |
| Model the CHA values of kindness, compassion, and hope. | X |  |