

PERSON SPECIFICATION

JOB TITLE	Admissions & Head's PA Officer
DEPARTMENT	Whole School

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCED IN:
QUALIFICATIONS:			
<ul style="list-style-type: none"> GCSE or equivalent, including English and Mathematics. Marketing qualifications. 	✓	✓	A A
EXPERIENCE:			
<ul style="list-style-type: none"> Prior experience in an administrative role. Prior experience in a Marketing related role Prior experience in an administrative role with students' admissions knowledge Experience of working within an educational establishment. 	✓	✓ ✓ ✓	A R I A R I A R I
KNOWLEDGE, SKILLS & APTITUDES:			
<ul style="list-style-type: none"> High level of literacy and numeracy. Sound knowledge of spelling, grammar and punctuation with a sharp eye for detail. Strong ICT skills, including word processing, Excel spreadsheets and reporting, recording and maintaining databases. Familiarity with managing social media accounts. Ability to work independently and as a member of a team, actively promoting teamwork and leading by example. Excellent communication skills, both verbal and written. Excellent interpersonal skills. Excellent time management and organisational skills with the ability to prioritise and work under pressure. Willingness to take responsibility. Proven ability to deal with a range of sensitive issues. Ability to act professionally and facilitate the resolution of any people problems. Ability to respond positively to and actively support the Head Teacher and Senior Staff. Proven ability to organise events. A clean driving licence. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A R I A R I A R I A R I A R I A R I A R I A R I A R I A R I A R I A R I A R I

PERSONAL QUALITIES:			
• Tact and diplomacy to work with confidential information and build relationships.	✓		A I
• Proactive approach to work; being responsive, empathetic and supportive to all within the school.	✓		A I
• Hard working and enthusiastic, presenting a professional manner at all times.	✓		A I
• Self-motivated with a can-do approach.	✓		A I
• Resilience, flexibility, confidence and commitment to produce an efficient and high-quality service.	✓		A I
• Commitment to school events and functions.	✓		A I
• Commitment to your own CPD.	✓		A I
• Patience, able to use initiative and enjoy attention to detail.	✓		A I
• A sense of humour.	✓		A I

AVON HOUSE PREPARATORY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN.

ALL APPOINTMENTS ARE SUBJECT TO AN ENHANCED DBS CHECK AND CHECKS WITH PREVIOUS EMPLOYERS.

March 2025