

Person Specification for the role of Cover and Admissions Manager

Attributes	Requirements	Essential	Desirable
Education Qualifications	Must have at least RQF L2 in English Language and Mathematics	✓	
	Right to Work in the UK	✓	
	Up to date Safeguarding training		✓
Experience	Experience of working in a secondary school environment in a similar role, specifically administrative	✓	
	Experience of classroom & admissions is preferred		✓
	Knowledge and experience of using SIMS or similar school-based MIS packages	✓	
	Experience of using the school's MIS to allocate cover and make room changes is preferred		✓
	Appropriate level of data protection, security and confidentiality awareness	✓	
	Experience of line managing a team of people		✓
	Experience of working autonomously and meeting deadlines	✓	
	Experience of working in a customer service role or similar, providing professional standards of customer service		✓
Personal & Professional Skills & Attributes	Excellent interpersonal skills and the ability to build effective relationships with parents, staff, governors, agencies and other professionals	✓	
	A good working knowledge of the admissions process and school and parental responsibilities within it		✓
	A good negotiator with the ability to empathise as well as to remain firm in the face of pressure	✓	
	Can demonstrate high level of interpersonal & written communication skills, including a good command of English grammar and ability to provide effective reports and summaries to management where needed	✓	
	Strong IT skills including MS Word, Excel, Outlook, Sharepoint, Teams and use of SIMS	✓	
	Ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances or situations	✓	
	Ability to work constructively as part of a team with an understanding, approachable and non-judgemental manner	✓	
	An understanding of the need for confidentiality when dealing with sensitive information	✓	
	Knowledge of issues surrounding safeguarding, Child Protection, Prevent Duty and the care of Looked After Children		✓
	Demonstrable organisation, problem solving and timekeeping skills	✓	
	A desire to learn and keep systems current and efficient	✓	
	Ability to occasionally adapt working hours to suit the needs of the school.	✓	
An understanding of how schools are led and managed		✓	
Other	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Willingness to identify own training and development needs and participate in development and training opportunities	✓	
	Set a good example in terms of dress, punctuality and attendance	✓	
	Contribute actively to the wider life of the school		✓