

PERSON SPECIFICATION – Admissions Officer

Criteria	Essential	Desirable
Qualifications	General level of education to at least Level 3	Level 2 or 3 qualification in Information, Advice and Guidance
	Evidence of participation in appropriate training and development	
Experience/ Knowledge	Experience of high volume administrative work	Experience of working with 16-19 year olds and young adults
	Experience of working within the Data Protection Act and dealing with confidential issues	Successful experience of providing impartial advice and guidance to students
	Basic knowledge and understanding of the further education curriculum	Detailed knowledge and understanding of the further education curriculum and the progression opportunities available to learners
	Awareness of the requirements of relevant equality policies and legislation, including the Disability Discrimination Act	
Skills/ Competencies	Effective written communication skills	Ability to use the College's QL student record system
	Effective oral communication and presentation skills	
	Good organisational and time management skills	
	Excellent administrative skills	
	Good personal IT skills	
	Empathy with students who have a range of needs	
Personal Attributes	Problem solving skills	
	Commitment to educational values	
	Commitment to the provision of a high quality, student-centred service	
	High level of personal integrity and confidentiality	
	Ability to work effectively as a team member	
	Ability to work flexibly to meet changing needs	
	Commitment to own learning and development	

	Commitment to understand and promote equality of opportunity	
	Commitment to understand and promote safeguarding	
	Ability to work on a rota basis to cover opening hours including evening and weekend working	
	Ability to work effectively with students including maintaining appropriate discipline and behaviour	
	Good record of attendance and punctuality	
	Appropriate professional appearance	

It is recognised that many capable people will not have all the experience and qualifications listed above. You are encouraged to apply if you feel that you can demonstrate the potential to contribute to the College's future success.