

ARC Schools		
Person Specification – Admissions Manager		
Criteria	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> <li>• At least two years' recent experience of working in a client/ customer-facing role, demonstrating professional standards of customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a similar admissions role in a school environment</li> <li>• Knowledge of learning difficulties and disabilities and an in depth understanding of the effects on learning</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Communicate effectively and appropriately with staff, students and parents</li> <li>• Proactive and positive approach</li> <li>• Attention to detail, accurate and thorough</li> <li>• Work flexibly and co-operatively with other team members and senior management, as well as independently</li> <li>• Excellent communication skills</li> <li>• Confident use of IT systems</li> <li>• Good organisational skills, ability to prioritise workload</li> <li>• Ability to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Good sense of humour and a team spirit!</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Commitment to the additional support needs of all learners and to the development of cooperative responses through a strong team approach</li> <li>• Excellent interpersonal skills and a sense of humour</li> <li>• Exceptional team working ethos</li> <li>• Confidence in working with a range of students, staff and external agencies</li> <li>• Proactive and innovative with ability to problem solve</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• A good standard of written English, minimum C grade at GCSE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level education</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>• Willingness to undertake training as required</li> <li>• Flexibility to undertake any other responsibilities as many be reasonably required</li> </ul>	