

ADMISSIONS OFFICER – PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Admissions Officer Department: Admissions (External Relations)			
Qualifications	Essential	Desirable	Method of assessment
Educated to GCSE level including Maths and English	★		Application form Interview
Educated to Degree Level of equivalent		★	
Skills and Experience	Essential	Desirable	Method of assessment
Excellent IT skills, especially with Google suite and Microsoft Office	★		Application form Interview
High level of written English and an ability to communicate in a professional and timely manner	★		References
High administrative and organisational skills	★		Assessment exercise
Excellent attention to detail and accuracy	★		
Ability to work under own initiative with minimal supervision at times	★		
Ability to work in a fast pace environment and to multi-task whilst remaining calm and professional	★		
Experience of working with databases is highly beneficial	★		
An understanding of independent school admissions would be an advantage		★	
Experience of working in a school environment		★	
Be familiar with working to compliance standards (ISI, Ofsted, Tier 4)		★	

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Personal Qualities	Essential	Desirable	Method of assessment
Desire to work for the good of a team	★		Interview
Comfortable with suggesting and devising new ways of working if necessary	★		Assessment exercise
Interest in working in a school environment	★		
Ability to work under pressure	★		
Professional, social confidence, positive, patient, resilient, kind, reliable, supportive	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence	★		