



### Watford Grammar School for Girls

Person Specification	
<b>Position:</b>	Admissions Officer
<b>Department:</b>	Support

	Requirement	Desired/Essential	Assessment
<b>Qualification</b>	Good passes in Maths and English at GCSE or equivalent	Essential	Application
<b>Specific Training Requirements</b>	Training on a school-based MIS system, such as BromCom.	Essential	Application
<b>Experience</b>	<p>Prior experience of working in Admissions within an educational organisation.</p> <p>Prior experience of working with children in a professional capacity.</p> <p>Experience of working with outside agencies or the public, either face to face or remotely.</p>	<p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Application</p> <p>Application &amp; Interview</p> <p>Application</p>
<b>Skills &amp; Competencies</b>	<p>Very competent IT skills, including use of Microsoft Excel, Word and Teams.</p> <p>Excellent organisation and administrative skills.</p> <p>Attention to detail.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application</p> <p>Application</p> <p>Application</p>
<b>Communication Skills</b>	<p>Effective communicator; able to respond sensitively to pupils, parents and staff members.</p> <p>A good listener and ability to show empathy.</p>	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>
<b>Personal Attributes</b>	Acting at all times in sympathy with the aims of the school.	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>



### Watford Grammar School for Girls

	Ability to work as independently and as part of an office team.  Able to maintain confidentiality, working under Safeguarding protocols.	Essential	Interview
--	--	-----------	-----------

#### Notes

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will be appropriate to the role advertised and:

- Focus on the requirements to carry out the duties of the job, as described
- Explore issues relating to the safeguarding and promoting the welfare of children, including
  - Motivation to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with challenging behaviours
  - Attitudes to use of authority and maintaining discipline
- Be used to explore any relevant issues arising from references received