



Saint Ambrose College

Admissions Officer

Person Specification / Selection Criteria

Please note: Candidates failing to meet any of the essential criteria will automatically be excluded. The applicant will be required to safeguard and promote the welfare of children and young people.

Person Specification	Evidence of:	Essential or Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Grade C/4 or above (or equivalent) in English and Mathematics Degree or equivalent qualification Evidence of relevant administrative or professional qualifications, or equivalent experience Training in admissions, data management, or compliance Commitment to undertake Safeguarding training requested by School Right to work in the UK 	E D E D E E
Experience	<ul style="list-style-type: none"> Experience of working in an administrative role requiring high levels of organisation and accuracy Experience of managing complex processes and meeting strict deadlines Experience of dealing with a wide range of stakeholders, including parents and external agencies Experience of working in a school or educational setting Experience of managing admissions processes or similar high-volume application systems Experience of organising events (e.g. open evenings) Experience of supporting panels, committees, or formal hearings 	E E E D D D D
Knowledge and understanding	<ul style="list-style-type: none"> Excellent understanding of administrative systems and processes Strong working knowledge of Microsoft Office applications, particularly Excel Awareness of the importance of data protection, confidentiality, and safeguarding Knowledge of the School Admissions Code and School Admission Appeals Code Familiarity with MIS systems (Bromcom) or admissions/CRM platforms Understanding of the secondary school admissions process 	E E E D D D
Skills and abilities	<ul style="list-style-type: none"> Exceptional organisational skills with the ability to prioritise and manage competing deadlines High level of accuracy and attention to detail Strong written and verbal communication skills Ability to analyse and present data clearly Ability to work independently and use initiative Strong interpersonal skills with the ability to build positive relationships Ability to handle sensitive situations with professionalism and discretion Ability to present information to groups (e.g. at open evenings) Confidence in managing events and coordinating logistics 	 E E E E E E E D D

Personal qualities	<ul style="list-style-type: none"> • Professional, approachable, and calm under pressure • High level of integrity and confidentiality • Flexible and willing to support the wider life of the College 	E E E
Safeguarding	<ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people 	E
Ethos	<ul style="list-style-type: none"> • To support and actively promote the Catholic ethos of the College and the values of the Edmund Rice tradition 	E