

Person Specification

Admissions and Marketing Administrative Assistant

Reporting to Marketing & Communications Director, Admissions Registrar

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Head may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

	Essential	Desirable
Qualifications	Educated to at least A level or with equivalent experience.	School admissions training.
Knowledge/ Experience	<ul style="list-style-type: none"> Outstanding computer literacy (Word including mail merge, Excel, PowerPoint, Publisher) Proven administrative skills Social Media Platforms – Instagram, Facebook, Twitter Experience of working in a consumer or service environment, preferably in a customer service role 	<ul style="list-style-type: none"> Use of an Admissions Management Information Systems (such as iSAMS). Knowledge of the Independent School Sector. Marketing /Events experience. Website and social media administration across all key platforms.
Skills	<ul style="list-style-type: none"> High level of oral and written communication. Excellent interpersonal skills and communication skills with the ability to build good relationships. Ability to work under pressure and prioritise to meet deadlines. Exceptional command of the English Language with the ability to create content and proofread copy for grammatical and content correction. First class organisation and administrative skills. Enthusiastic with a good sense of humour. Enjoys working with children. 	<ul style="list-style-type: none"> Photography and Videography skills to help in the recording of School activities for marketing purposes. Photoshop and Premiere Pro for editing of video and photographs. Use of Canva to create media and publications.

Attributes	<ul style="list-style-type: none"> • Good telephone manner. • Good multi-tasker. • Confidential. • Willingness to work flexibly within the needs of the role, including occasional weekend and evening work. • Self-motivated with the ability to take initiative. 	
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Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS Check, is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the "Directory of Policies" page of our website.