



The Coppice Primary School Admissions and Data Protection Officer PERSON SPECIFICATION

The Coppice Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification	Essential / Desirable	Method of Assessment
Qualifications, and training		
GCSE (or equivalent) standard Grade C or above in English and Maths	Essential	Application Form
A degree level qualification or equivalent	Desirable	Application Form
Strong IT skills	Essential	Application Form, Interview
Good numeracy / literacy skills	Essential	Application Form, Interview
Evidence of further professional Development and training and how it has been applied	Desirable	Application Form, Interview
Experience		
School Admissions	Desirable	Application Form, Interview
General administration and ICT	Essential	Application Form, Interview
Data Protection, GDPR training and experience	Desirable	Application Form, Interview
Skills / Abilities		
Excellent communication and interpersonal skills: able to deal with parents, staff and children	Essential	Application Form, Interview
Strong sense of accuracy and attention to detail	Essential	Interview, References
The ability to act on own initiative, prioritise own workload and meet tight deadlines	Essential	Interview, References
Can translate policy guidance into practical actions	Essential	Interview
Is an enthusiastic, highly motivated individual who will bring a sense of energy and passion to the role	Essential	Interview, References
Work constructively as part of a team	Essential	Interview, References
Proven organisational and time management skills	Essential	Application form, Interview
Respects confidentiality with sensitivity and judgement	Essential	Interview

Is able to adapt to change at short notice	Essential	Application Form, Interview
Has excellent ICT and Word Processing skills	Essential	Application Form, Interview
Is innovative and creative with display ideas	Essential	Application Form, Interview
Attributes and other factors		
Accepts support and quickly implements change	Essential	Application Form, Interview
Commitment to working as a positive and constructive team member	Essential	Interview
Ability to remain calm in difficult situations	Essential	Application Form, Interview
Willingness to undertake First Aid training and be a named First Aider for the school	Essential	Interview
Willingness to undertake other training as deemed necessary by the School Business Manager / Headteacher	Essential	Interview
Enhanced DBS clearance	Essential	Application Form, Interview
Identifies and promotes best practice and the sharing of ideas and learning opportunities	Essential	Application Form, Interview
Willingness to present training to school staff, Trustees and volunteers on Data Protection	Essential	Application Form, Interview
Proactively seeks opportunities to further knowledge and understanding and is accountable for own development	Essential	Application Form, Interview
Requires minimum supervision	Essential	Application Form, Interview, References
Takes responsibility for own actions	Essential	Application Form, Interview
Is committed to promoting the welfare and safeguarding of children and young people	Essential	Interview