



ISS SALES & ADMIN ASSISTANT: SEDBERGH INTERNATIONAL SUMMER SCHOOL

PERSON SPECIFICATION

Qualifications/Attainment	Essential	Desirable
Degree or equivalent (Level 6 on the Ofqual register of regulated qualifications);		X
Experience/Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Proficient knowledge of MS Office: Outlook, Word and Excel and adept at using Customer Relationship Management (CRM) tools and data; 	X	
<ul style="list-style-type: none"> Experience of working in a fast-paced administrative environment; 	X	
<ul style="list-style-type: none"> Demonstrated experience of working in a sales role; 	X	
<ul style="list-style-type: none"> Experience of working in a customer care role and/or of working with international clients 	X	
<ul style="list-style-type: none"> Demonstrated understanding of health and safety and safeguarding; 		X
<ul style="list-style-type: none"> Previous summer school and/or boarding school experience; 		X
Skills/Abilities	Essential	Desirable
<ul style="list-style-type: none"> Exceptional written and verbal communication skills; 	X	
<ul style="list-style-type: none"> Motivated and highly organised with a good eye for detail; 	X	
<ul style="list-style-type: none"> Excellent time management skills and an ability to work to tight deadlines; 	X	
<ul style="list-style-type: none"> A flexible, adaptable attitude; 	X	
<ul style="list-style-type: none"> Exceptional interpersonal skills demonstrating an ability to build relationships with prospective and existing clients 	X	
<ul style="list-style-type: none"> The ability to work calmly and effectively under pressure; 	X	

<ul style="list-style-type: none"> • Energy, enthusiasm and the ability to respond appropriately staff, parents and pupils alike; 	X	
<ul style="list-style-type: none"> • A good sense of humour and a demonstrated ability to work alone and as part of a team; 	X	
<ul style="list-style-type: none"> • Ability to speak other languages; 		X
<ul style="list-style-type: none"> • The ability to travel if required; 		X