



## PERSON SPECIFICATION

**POST TITLE:** Attendance Officer

**DATE:** January 2021

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<b>Qualifications, Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Minimum of 5 GCSE's A* - C including English and Maths or equivalent</li> <li>• Minimum of two years' experience working in Attendance Support/Admin</li> <li>• Experience of working to Policy and Procedures</li> <li>• Experience of working with third party service providers</li> <li>• Organised with good attention to detail and experience of managing electronic and paper filing systems</li> <li>• Competent in the use of Microsoft Office applications including Excel</li> <li>• Understanding of safer recruitment in a school context</li> <li>• Experience of working in a school or other educational setting</li> <li>• Background experience of pastoral or attendance</li> <li>• Working knowledge of the MIS Application</li> </ul>	X  X X X X	 X  X   X X X
<b>Skills, Abilities and Personal Qualities</b> <ul style="list-style-type: none"> <li>• Driving licence and own car required</li> <li>• Ability to prioritise tasks, manage time effectively and meet deadlines</li> <li>• Ability to cope effectively in a busy, demanding role</li> <li>• Proven ability to maintain confidentiality in all aspects of work</li> <li>• Ability to manage stakeholders and third party service providers</li> <li>• Excellent communication skills both oral and written</li> <li>• Able to provide a high level of customer service to stakeholders</li> <li>• Able to adapt to work alone, using own initiative and within a busy diverse team</li> <li>• Flexible approach to working hours and positive attitude to work</li> </ul>	X X  X X  X X X X	
<b>Suitability to work with children</b> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance is required for this position</li> </ul>	X	