

Admin Support & Attendance Officer – Person Specification

Criteria	Essential	Desirable	Method of assessment
<b>Qualification</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Higher level Qualifications</li> <li>First aid at work certificate</li> <li>Computer skills qualifications</li> </ul>	Certificates to be seen at interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of liaison with external contractors/agencies/parents</li> <li>Administrative Skills</li> <li>Use of Microsoft Office including Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in an education environment</li> <li>Experience of liaison with outside agencies</li> <li>Finance experience</li> <li>School data and information system such as Behaviour Watch/SIMs</li> </ul>	Application form/References/ Interview
<b>Job-related knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Microsoft Office including Word and Excel</li> <li>Database knowledge</li> <li>Knowledge of preparing reports, minutes, general correspondence</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the education service</li> <li>Excellent Word &amp; Excel skills</li> <li>Experience producing presentations and promotional information</li> </ul>	Application form/References/ Interview
<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills</li> <li>Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents and staff</li> <li>Able to act with confidentiality, tact and discretion Demonstrates a courteous and friendly approach</li> <li>Work as part of a team</li> <li>Proven organisational skills with a high level of accuracy</li> <li>Ability to be flexible and to adapt to changing and challenging circumstances</li> <li>Operate calmly and effectively</li> <li>Show initiative and be self-motivating</li> <li>Ability to manage a variety of competing priorities and meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Excellent keyboard skills with meticulous attention to detail</li> <li>Ability to formulate ideas and solutions and present them effectively</li> </ul>	Application/ References/ Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Strict confidentiality of information</li> <li>Commitment to personal professional development</li> <li>Commitment to equality of opportunity</li> <li>Punctual, dependable and trustworthy</li> <li>Patient, courteous and positive.</li> <li>Welcoming and cheerful</li> <li>Strict adherence to the security requirements re: Child Protection and Data protection Regulations</li> </ul>		Application / References/Interview