

Person Specification

Assistant Attendance Officer

	Essential	Desirable
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> • GCSE's A*-C / 9-4 or equivalent (including English Language and Mathematics). • Willingness to develop personal knowledge of dedicated educational package (Bromcom) and enhance qualifications and training for development in the post. 	<ul style="list-style-type: none"> • First Aid training • Safeguarding training • Recognised qualification in Microsoft Word, Excel or European Computer Driving License. • Level 3 Qualification
Personal Development and Additional Learning	<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Knowledge of safeguarding • Understanding of pastoral procedures • A degree of computer literacy 	<ul style="list-style-type: none"> • Previous experience of having worked in an educational environment. • Experience of working with children and young people.
Experience and Personal Attributes	<ul style="list-style-type: none"> • Ability to work with a wide range of people • Good organisational skills • Ability to think creatively and contribute new ideas • Ability to stay calm and controlled under pressure • Ability to communicate effectively with a range of stakeholders • Ability to establish positive relationships with children, young people and parents/carers 	<ul style="list-style-type: none"> • Ability to meet the needs of the Trust. • Experience of engaging with external agencies.
Initiative and Motivation	<ul style="list-style-type: none"> • Demonstrates an absolute commitment to the Academy Vision and MLT behaviours. • Embodies the Key Drivers; <ul style="list-style-type: none"> ○ World-class Learning ○ The highest expectations ○ No excuses ○ Growth mindset ○ Never give up ○ Everyone is valued ○ Integrity • Successful working relationships with colleagues/other stakeholders. • Innovative, able to contribute new ideas and help establish them. 	

	<ul style="list-style-type: none"> • A true growth mindset and a desire to continually improve as a member of staff. • Energy and flexibility. • A professional approach borne out of confidence and effectiveness in role. • A role model of best practice to young people and the community. • Able to maintain a positive attitude and keep calm under pressure. • Able to communicate effectively and concisely both in verbal and written form to a variety of audiences. 	
Commitment	<ul style="list-style-type: none"> • Commitment to diversity and equality of opportunity in all working practices. • Commitment to child protection and safeguarding policies and procedures. • Commitment to the values and vision of Maltby Learning Trust. • Commitment to personal professional learning and development. 	
Attendance	<ul style="list-style-type: none"> • A good attendance record in current employment, (not including absences due to disability). 	

****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***