

***‘Helping every person achieve things they never thought they could’* PERSON SPECIFICATION**

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| **Job Title** | **Attendance Administrator** |

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| Level 2 qualification in English and Maths or equivalent |  |  |

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| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Accurate data management |  |  |
| Report writing |  |  |
| Experience of working in a school environment |  |  |
| Experience and knowledge of issues affecting students and young people and to offer supportive assistance |  |  |
| **SKILLS** | **ESSENTIAL** | **DESIRABLE** |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing |  |  |
| Ability to use standard ICT packages including Microsoft Office |  |  |
| Excellent time management and organisation skills |  |  |
| Resilience and an ability to work in difficult situations |  |  |
| Ability to build effective working relationships with all stakeholders, including professionals, students and parents |  |  |
| The ability to plan, organise and prioritise workloads at a high level |  |  |
| Ability to work well under pressure and manage competing deadlines |  |  |
| Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues |  |  |
| Understanding of School child safeguarding procedures |  |  |
| Knowledge of the legislative framework that underpins school attendance and the work of an Education Welfare Officer |  |  |
| Knowledge of safeguarding principles and legislation |  |  |
| **OTHER** | **ESSENTIAL** | **DESIRABLE** |
| Satisfactory DBS check |  |  |
| Full Driver’s License |  |  |

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| **Date Person Specification prepared/updated** | April 2024 |
| **Person Specification prepared by** | Mr D Mckeon |