

***‘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 |