

## Person Specification – Attendance Administrator

Category	Essential	Desirable	Method of Assessment
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Smart business-like appearance</li> <li>• Excellent verbal and written communication skills</li> </ul>		Application Form
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general education including minimum GCSE Grade C or equivalent in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Application Form and Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of Arbor (or other school-based management information system).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Attendance duties</li> <li>• Experience of working in a school</li> </ul>	Application Form and Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Application Form and Interview.
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to attend evening meetings.</li> <li>• Able to work during some school holiday periods.</li> <li>• Able to attend all Academy open and parents' evenings.</li> <li>• Able to attend all Academy special events.</li> <li>• Access to own vehicle (able to have business insurance).</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• To be an excellent team player.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to support, influence and motivate students and staff.</li> <li>• Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds</li> <li>• Able to remain calm under pressure and manage conflicting demands.</li> <li>• Able to manage and prioritise a diverse and demanding workload.</li> <li>• Good organisational and time management skills.</li> <li>• Ability to work with an attention to detail and a commitment to the highest possible quality standards.</li> <li>• Ability to work with tact and diplomacy.</li> </ul>		
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding children and young people.</li> <li>• Able to analyse, assess and interpret a range of data and information sources.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to adapt communication tone and style to meet the needs of differing target audiences.</li> <li>• ICT literate with a desire and ability to develop new skills.</li> <li>• Ability to manage and prioritise work load effectively.</li> <li>• Ability to work as a member of a diverse team.</li> <li>• Good time management.</li> <li>• Good understanding of diversity of needs.</li> <li>• Able to interpret information and compile reports.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

<b>Legal Requirements</b>	<ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service Check confirming the appointee is not on the Children's Barred list.</li> <li>• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.</li> <li>• In line with the latest KCSIE guidance an online check will be carried out.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
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**Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**