



## Person Specification

### Attendance Administrator

The successful candidate will be well motivated, have a genuine interest in supporting young people, able to use their initiative and enjoy the level of responsibility involved in the post.

	Essential	How Assessed	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good general education to GCSE standard</li> <li>• Good literacy and numeracy skills.</li> </ul>	A	
Experience	<ul style="list-style-type: none"> <li>• Willingness to work with young people.</li> </ul>	A/R	<ul style="list-style-type: none"> <li>• Experience in working with young people in a school or other controlled environment.</li> <li>• Experience in developing young people's learning experiences.</li> </ul>
Specific Skills (attributes and abilities)	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Good communication skills – oral and written</li> <li>• Ability to balance professional and supportive relationship with vulnerable children</li> <li>• Communicating with parents on a professional basis</li> <li>• Competent ICT skills.</li> </ul>	I/R A/I/R I/R I/R	<ul style="list-style-type: none"> <li>• Creative approaches to supporting students' learning</li> <li>• An understanding of the range of additional needs now supported within the comprehensive system</li> </ul>
Motivation	<ul style="list-style-type: none"> <li>• Willing to expand on current experience</li> <li>• Evidence that work is important to personal satisfaction</li> <li>• Commitment to school</li> </ul>	I I/R I	
Personal Qualities	<ul style="list-style-type: none"> <li>• Reliability</li> <li>• Honesty and professionalism</li> <li>• A positive and professional approach within the working environment</li> <li>• Good interpersonal skills and the ability to establish good working relationships with students, staff and parents.</li> <li>• Flexibility to work as part of a team.</li> </ul>		

A = Application

R = Reference

I = Interview