



Attendance and Deputy Exams Officer Person Specification

The following are essential or desirable characteristics associated with the above post at Ermysted's Grammar School. Evidence will be drawn from the application form or explored at interview.

	Essential	Desirable
Qualifications		
Level 2 qualification or equivalent to show good literacy and numeracy skills	✓	
Level 3 qualification in business/finance/administration or equivalent		✓
Evidence of further relevant qualifications or training		✓
Experience		
Administrative experience	✓	
Experience of working with children and young people and their families		✓
Experience of working with Arbor or a similar data management system		✓
Experience of working in a school environment		✓
Experience of implementing attendance and/or exams policies		✓
Knowledge		
An understanding of issues that may affect behaviour and attendance	✓	
Knowledge of behaviour management techniques and intervention strategies		✓
Knowledge of attendance regulations and targets		✓
Knowledge of child protection legislation and procedures		✓
Knowledge of school procedures		✓
Knowledge of support services available to signpost to pupils and families		✓
Skills		
Ability to converse fluently in English	✓	
Ability to prioritise and manage own workload to ensure deadlines are met	✓	
Ability to relate positively to young people	✓	
An ability to work effectively as part of a team and to work independently	✓	
Creativity and problem-solving skills	✓	
Demonstrable, confident ICT skills	✓	
Good communication, organisational and interpersonal skills	✓	
Other		
Enhanced DBS clearance	✓	
Commitment to the School's policies and ethos	✓	
Commitment to Continuing Professional Development	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with young people	✓	
Emotional resilience in working with challenging behaviours and attitudes.	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.