



# Hyde High School

Person Specification: Attendance and Student Services Administrator		
Grade: E		
Working pattern: 36 hours per week term time only		
Responsible to	Senior Attendance Officer	
Core Role	<p>To provide an efficient and effective reception service for day to day student needs, ensuring that 'Student Services' provision is readily available to all students throughout the school day and provide friendly, helpful and timely support at all times.</p> <p>As part of the Attendance Team, the postholder will also play a key role in providing a professional, efficient and effective service to improve student attendance by tracking, monitoring and supporting students and their families where poor attendance is identified. They will carry out day to day operational aspects of student attendance and punctuality and provide administrative support to the Senior Attendance Officer and Pastoral Team.</p>	
Qualifications	<ul style="list-style-type: none"> <li>○ 5 GCSE grades A*-C (or equivalent) including <b>both</b> English and maths</li> </ul>	E
Knowledge and experience of:	<ul style="list-style-type: none"> <li>○ Experience of working in a secondary school environment.</li> </ul>	D
	<ul style="list-style-type: none"> <li>○ Experience of working with young people.</li> </ul>	D
	<ul style="list-style-type: none"> <li>○ Experience of using a relevant Management Information System.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Understanding of and ability to interpret data relevant to pupils' attendance.</li> </ul>	D
	<ul style="list-style-type: none"> <li>○ Ability to communicate in a confident and confidential manner with all stakeholders.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Experience of parental engagement relevant to the role.</li> </ul>	D
	<ul style="list-style-type: none"> <li>○ Experience of dealing with a variety of agencies and colleagues within a work setting.</li> </ul>	D
Personal skills and qualities	<ul style="list-style-type: none"> <li>○ A clear commitment to equal opportunities.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ A clear commitment to the safeguarding of children.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Excellent administrative and organisational skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to develop and maintain constructive relationships with pupils and families.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Excellent communication and interpersonal skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to motivate pupils and to provide strategies to overcome barriers to attending.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ To be conscientious, hard-working and reliable.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to work effectively within a team and also individually using self-motivated initiative.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to work effectively within defined timescales.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to promote a positive ethos around school and to act as a role model.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to plan and organise own workloads and to work flexibly.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Competent and confident in the use of ICT.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to maintain and produce accurate information and records.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to collate and prepare attendance data.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ Ability to construct letters and reports that are clear, concise and appropriate to the needs of the recipient.</li> </ul>	E
	<ul style="list-style-type: none"> <li>○ A proven record of excellent attendance and punctuality.</li> </ul>	E
<ul style="list-style-type: none"> <li>○ A willingness to learn new skills and to undertake further professional development</li> </ul>	E	
<ul style="list-style-type: none"> <li>○ To be resilient with a sense of humour and a positive outlook.</li> </ul>	E	