

PERSON SPECIFICATION

Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Raising Attendance Leader 37 hours per week	Grade 11

1. Skills and Abilities

No	Description	Method of Assessment
	Essential	
1.1	Able to maintain accuracy and attention to detail whilst meeting deadlines	Application form/interview
1.2	Ability to meet multiple requests for information in a calm and professional manor	Application form/interview
1.3	Good organizational and general administrative skills, e.g., recording, filing, prioritizing.	Application form/interview
1.4	Excellent IT Skills especially in the areas of spreadsheets, and comfortable with the use of IT as an integral and essential tool	Application form/interview
1.5	Logical and analytical ability to identify possible improvements in reporting formats and procedures	Application form/interview
1.6	Ability to prioritise own workload and to work on own initiative and not require constant supervision	Application form/interview
1.7	To have experience managing and implementing systems and processes	Application form/interview
1.8	Ability to manage a team and work as part of a team and respond to the needs of the team in a positive way – e.g., assisting other team members with tasks at peak times	Application form/interview
1.9	Strong communication skills in order that effective and positive relationships are developed with parents, students, teachers, staff and EWO service	Application form/interview
1.10	Able to maintain absolute confidentiality regarding personal data held by	Application

1.11	the college Initiative and pro-active approach to problems to identify solutions and opportunities	form/interview Application form/interview
1.12	Ability to take day-to-day decisions within agreed parameters.	Application form/interview
1.13	Desirable Knowledge of school attendance systems	Application form/interview

2. Knowledge/Qualifications

No	Description	Method of Assessment
	Essential	
2.1	Knowledge of data handling and how to use spreadsheets	Application form/interview
2.2	Knowledge of the legal aspects of handling personal data	Application form/interview
2.3	IT Software MS office – word, excel, outlook	Application form/interview
	Desirable	
2.4	Knowledge of the SIMS.net MIS system would be highly desirable	Application form/interview
2.5	Understanding of Secondary education sector and the issues facing schools now and over the coming years.	Application form/interview

3. Experience

No	Description	Method of Assessment
	Essential	
3.1	Experience of managing databases including entry of data, management and reporting	Application form/interview
3.2	Experience in a similar role or a role requiring similar skills, abilities and knowledge.	Application form/interview

3.3	Desirable Experience of SIMS.net would be highly desirable	Application form /interview
3.5	Experience of the supervision of staff	Application form /interview

4. Other Requirements

No	Description	Method of Assessment
4.1	Essential Commitment to excellence and desire for continual improvement	Interview
4.2	Desirable A knowledge and interest in the education environment	Interview