

ST CECILIA'S RC HIGH SCHOOL

PERSON SPECIFICATION - ATTENDANCE MANAGER/DDSL

ATTRIBUTES	DESCRIPTION	ESSENTIAL	DESIRABLE
QUALIFICATIONS	➤ 5 GCSEs at grade C and above (or equivalent) including English and maths	✓	
EXPERIENCE	➤ Working with children	✓	
	➤ Working in a school / educational environment		✓
	➤ Experience of working with a wide range of professionals to develop and deliver shared initiatives for children, young people and their families		✓
	➤ Experience of safeguarding policies, procedures and protocols		✓
KNOWLEDGE & SKILLS	➤ An understanding of barriers to learning that students face both at home and at school		✓
	➤ Excellent interpersonal & communication skills & ability to communicate with a wide range of stakeholders from students, families & professionals	✓	
	➤ Excellent written and verbal communication skills	✓	
	➤ Being organised; prioritising all time effectively	✓	
	➤ Excellent ICT skills	✓	
	➤ Able to work collaboratively as part of a team	✓	
	➤ Understand and respect confidentiality	✓	
	➤ Work well under pressure & meet deadlines	✓	
	➤ Demonstrate professionalism commensurate with your role at all times	✓	
PERSONAL QUALITIES AND ABILITIES	➤ To develop positive working relationships with students and colleagues	✓	
	➤ Professional manner, being fair and consistent in your dealings with students	✓	
	➤ A patient, calm demeanour	✓	
	➤ Sense of humour	✓	
	➤ Flexible attitude to work; 'can do' approach	✓	
	➤ Reliable, conscientious, hardworking and honest	✓	
	➤ Positive, enthusiastic and creative	✓	
	➤ A caring attitude towards students and colleagues	✓	
	➤ High standards of yourself and others	✓	
	➤ Excellent attendance and punctuality	✓	
APPLICATION AND LETTER	➤ The letter should be clear and concise with organised views	✓	

	➤ The letter should address the requirements of the post	✓	
	➤ Application form should be fully completed and clearly legible	✓	

St Cecilia's RC High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously.

**We fully expect everyone working in or on behalf of the school to share our commitment.
As such, this post is subject to satisfactory DBS clearance and references.**