**Attendance & Office Administrator**

**Person Specification**

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| **Role Requirements:** | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications:** |  |  |  |
| NVQ 2 or equivalent qualification or experience in a relevant discipline, e.g. RSA Level 2 Word Processing |  | √ | Application Form |
| Good numeracy and literacy skills | √ |  | Application Form |
| **Experience:** |  |  |  |
| Minimum of 2 years' experience of working in an office environment | √ |  | Application Form; Interview |
| Previous relevant experience of working within an education environment | √ |  | Application Form; Interview |
| Experience of working with  a range of ICT packages and databases, including Microsoft Office | √ |  | Application Form; Interview |
| Proficient typing and word processing skills | √ |  | Application Form; Interview |
| Experience of working in a customer focused environment | √ |  | Application Form; Interview |
| **Personal and Professional Skills and Attributes:** |  |  |  |
| Excellent planning and organisational skills | √ |  | Application Form; Interview; |
| Excellent communication skills, both verbal and written | √ |  | Application Form; Interview |
| Excellent interpersonal skills | √ |  | Application Form; Interview |
| Ability to maintain confidentiality | √ |  | Application Form; Interview |
| Ability to work under pressure and meet deadlines | √ |  | Application Form; Interview |
| Excellent analytical and reporting skills | √ |  | Application Form; Interview |
| Highly motivated and enthusiastic | √ |  | Application Form; Interview |
| High professional standards | √ |  | Application Form; Interview |
| Ability to work unsupervised & manage own time effectively |  | √ | Application Form; Interview; |
| Attentive to detail | √ |  | Application Form; Interview |
| Ability to use initiative to solve problems and get results | √ |  | Interview |
| Flexible and adaptable approach | √ |  | Application Form; Interview |
| Willingness to participate in training/ development as/when identified by line manager | √ |  | Interview |
| Evidence of continuing professional development |  | √ | Application Form; Interview |
| Ability to work effectively as a member of a team | √ |  | Application Form; Interview |
| Understanding of safeguarding issues and promoting the welfare of children and young people | √ |  | Interview |
| Awareness of legislation impacting on Academy Trusts - e.g. Safeguarding, Health and Safety, Data Protection | √ |  | Application Form; Interview |
| Suitability to work with children | √ |  | Interview; References |