

Attendance Officer Person Specification



Attributes	Essential	Desirable	How Identified
Safeguarding	Able to demonstrate an understanding of safeguarding	Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity	Interview Application Safer Recruitment DBS checks References
Qualifications	To have GCSE grade C or above in Maths and English or equivalent	Customer Service Qualification Full First Aid at work Certificate	Application
Work Related Experience	<p>To have good ICT skills (Word, excel, internet, email etc)</p> <p>Strong communication skills, written and verbal</p> <p>Good organisational skills</p> <p>The ability to work as part of a team</p> <p>The ability to prioritise</p> <p>To be proactive and use your initiative</p> <p>Experience of working in a very busy office environment</p>	<p>To have a working knowledge/experience of SIMS.net</p> <p>Experience of working in a school environment</p> <p>Experience of providing First Aid for injuries or illness or willingness to train</p>	<p>Interview Application</p> <p>Application Interview</p> <p>Application Interview</p>
Skills and Abilities	<p>To maintain confidentiality at all times</p> <p>To deal with sensitive matters relating to young people</p> <p>To remain calm in an emergency situation</p> <p>Ability to show empathy and understanding to the needs of a young person</p> <p>To have a sense of humour</p>	Understanding of Data Protection	Interview Application

All appointments at Priestnall School are subject to the receipt of successful references and enhanced DBS