Attendance Officer

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| Qualifications | * GCSE English and Maths
 |  | A |
| Experience, Skills and Knowledge | * Experience of administrative work in an office environment.
* Ability to communicate effectively, both orally and in writing, to a wide range of audiences
* Be able to work independently, use initiative and deal with an emergency in a calm and efficient manner.
* ICT literate, with knowledge of Word, Excel and Outlook.
* Good organising, planning and prioritising skills.
 | * Working knowledge of general school policies and procedures.
* Working knowledge of Bromcom.
 | A, I, R |
| Personal Qualities | * Ability to work flexibly as part of a team, understanding school roles and responsibilities and your own position within these.
 | * Ability to supervise other colleagues supporting the attendance process.
 | A, I, R |
| Job Related Personal Skills | * Good interpersonal skills and an ability to relate and communicate effectively with students, staff, parents and carers.
* Good organisational skills.
* Ability to maintain accurate records.
* Ability to show initiative when appropriate.
 |  | A, I |
| Special Working Conditions | * Flexible approach to working environment.
* Ability to bring to the role, initiative, enthusiasm and commitment.
* Adapting and willingness to assist with other aspects of school life.
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*Method of assessment: (A) application form, (I) interview, (R) references*