



Attendance Officer – Person Specification

	Essential	A/I	Desirable	A/I
Education and Qualifications	<ul style="list-style-type: none"> GCSE Grade C or equivalent in English and Maths 	A	<ul style="list-style-type: none"> Relevant professional development over the last 2 years Word Processing qualifications First Aid qualification Training and/or qualification in administration, clerical or related activities to Level 3 or equivalent 	A/I A A A
Professional Experience and Knowledge			<ul style="list-style-type: none"> Successful experience in a directly relevant role Experience of working in a school or similar environment Experience in the use of management information systems 	A A A/I
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Excellent organisational, interpersonal and communication skills High level of literacy/numeracy and attention to detail Ability to work independently and to show initiative Ability to work under pressure, prioritise and meet deadlines Ability to analyse tasks and establish how they may be best achieved Flexible approach to work and the ability to multi-task 	A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> Ability to accurately maintain records, using IT systems and paper based methods 	A/I
Personal Qualities	<ul style="list-style-type: none"> Ability to work collaboratively and effectively within a team environment Ability to work with high levels of tact, confidentiality and discretion Ability to liaise appropriately and sensitively with colleagues, students, parents and carers A commitment to diversity and equality A professional approach in all areas of work A commitment to the safeguarding of children and young people 	A/I A/I A/I A/I A/I A/I		

*A = Application/ References; I = Interview/ In-Tray Tasks