



ATTENDANCE OFFICER: PERSON SPECIFICATION

	Essential	How Assessed
Qualifications & Training	<ul style="list-style-type: none"> A*- C or 9 - 4 grade in G.C.S.E. English and Maths 	Application form & Certificates Interview
You should have experience of....	<ul style="list-style-type: none"> Working within an 'attendance' environment working in a team working on your own initiative using I.T applications, including powerpoint, word, outlook and internet access 	Application Form, Interview & References
You must have the ability to.....	<ul style="list-style-type: none"> work with young people (aged 11-16) use and interpret data and plan interventions find solutions to complex problems relate to teachers, other professionals, parents and students set high standards for yourself and the school environment assist and support colleagues as workload dictates use your initiative to respond to unexpected problems using recognised procedures and policies as a guide communicate and listen effectively, verbally and in writing in order to influence, persuade and negotiate organise yourself, systems and others under pressure, to complete tasks to deadlines, re-prioritising own work-load if necessary 	Interview & References
The job also requires you to...	<ul style="list-style-type: none"> relate to and promote the ethos of the school undertake training as required be punctual have excellent attendance * To work occasionally out of hours work to support school functions Use of own car <p>*confirmed via a second reference only once a conditional offer of employment is made</p>	Interview & References