



## Person Specification Attendance Support

	Essential Attribute	Identified by
Qualifications	Educated to GCSE level including English and Maths at Grades A*-C or equivalent.	A
Experience	Experience of working in an office environment.  Experience of working with young people.	A  A
Knowledge and Skills	Excellent working knowledge of Microsoft Office applications (Excel and word).  A working knowledge of confidentiality and its limitations including an ability to deal with information in a sensitive and confidential manner.  The ability to work collaboratively with others as part of a team.  Ability to work on own initiative within set boundaries.  Organised with effective planning and time management skills with the ability to meet deadlines.  Ability to work in partnership with and communicate with all stakeholders with resilience and enthusiasm.	A I  A I  A I R  A I R  A I R  A I R

	Desirable Attribute	Identified by
Experience	Experience of working in an educational setting.	A
Knowledge and Skills	Knowledge of relevant safeguarding legislation and statutory guidance.  Knowledge of SIMS.	A I  A

A = Application Form

I = Interview

R = Reference