



Westacre Middle School

PERSON SPECIFICATION
School Admissions & Attendance Officer– SCALE 4

ATTRIBUTES	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	GCSE qualification (or equivalent) in Maths & English.	Any other qualification linked to the job description/post.
EXPERIENCE and KNOWLEDGE	Administrative experience Knowledge and experience of Microsoft Word & Excel.	Recent and relevant experience as an attendance officer and/or administrative work in a school setting. Knowledge of SIMS, SIMS app CPOMS (however training will be provided). Recent up to date knowledge of local & national education, including an understanding of the issues that may affect a child's ability to attend school. Knowledge of attendance regulation and targets. Experience of working with children and their parents/carers.
SKILLS & ATTRIBUTES	Excellent communication skills, including advisory and persuasive skills. Professional, polite, calm & friendly telephone manner. Ability to establish positive and effective relationships with children and young people.	



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Inspire • Challenge • Achieve

	<p>Excellent IT skills.</p> <p>Ability to listen and take instructions.</p> <p>Has pride in work and delivers high quality outcomes.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to work on own, showing initiative and maintaining confidentiality at all times.</p> <p>Well organised and efficient time manager, able to organise own workload.</p> <p>Analytical skills, ability to keep accurate records and analyse data for reports.</p>	
MOTIVATION & PERSONALITY	<p>Reliable.</p> <p>Flexible.</p> <p>Good team member.</p> <p>Sense of humour.</p>	
OTHER	<p>Belief in equal opportunities and a commitment to safeguarding.</p>	

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<https://twitter.com/westacremiddle>
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Headteacher: Mrs D M Evans