

**SCHOOL ATTENDANCE MANAGER**

Person Specification

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| **REQUIREMENT** | **ESSENTIAL** | **DESIRABLE** |
| **LEGAL REQUIREMENTS** | Enhanced DBS ClearanceUnreserved endorsement of your suitability to work with children |  |
| **QUALIFICATIONS**Principally assessed through letter and application form | Secondary Education Minimum of Level 2 (GCSE Grade C+) qualifications in 5 subjects including English.Full UK Driving Licence | Level 3 qualifications“First Aid at Work” certificateEH TrainingCounselling Level 2Child Protection level 1  |
| **EXPERIENCE, KNOWLEGDE and PROFESSIONAL COMPETENCE**Principally assessed through letter, application form and lesson observation | Excellent organisational skills together with the ability to meet deadlines.Excellent Interpersonal SkillsExperience of working with young people aged 11-18Experience of working with confidential data.Confident ICT skills | Ability to use Microsoft Office packages, with the ability to adapt readily to new softwareKnowledge of Class charts/SIMS |
| **COMMUNICATIONS**Principally assessed through letter and interview process | Have excellent written and verbal communication skills |  |
| **PERSONAL ATTRIBUTES**Principally assessed through references, letter and interview process | To be committed to safeguarding and promoting the welfare of children and young peopleInterpersonal skills that equip the appointee to relate effectively to members of staff, students and parentsAbility to work under pressure, accurately and meet deadlinesAbility to prioritiseAbility to manage a range of priorities and prioritise responsesFlexibility and willingness to be involved in the schoolCommitted to continuing to learn through professional developmentHelpful telephone mannerGood record of attendance and punctualityBe an effective role model through presentation and personal conductEnthusiasm, energy, vigour, reliability and integrity |  |