



Sixth Form Attendance Assistant Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Sixth Form Attendance Assistant** post to the high standard required. When you complete the application form please illustrate that you have the capacity to undertake the roles described in the job description by giving examples of your achievements to date and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Experience and Knowledge	■ Experience of interaction with students ■ A willingness to undertake relevant training and keep knowledge up to date	
Skills/Abilities	■ Effective communication skills ■ Good telephone manner ■ Ability to work as part of a team and independently ■ Ability to take the initiative ■ The ability to input information accurately ■ Good office skills including Microsoft Office.	■ Ability to manage competing deadlines
Personal characteristics	■ Pleasant manner and enthusiastic ■ Confident ■ Self motivated ■ Tactful and diplomatic ■ Able to observe and maintain confidentiality ■ Be trustworthy and of good character ■ Be a good role model to students ■ Attentive to detail ■ Ability to work under pressure in a timely manner to meet deadlines	■ Evidence of recent self development

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