



Student Attendance and Reporting Officer

Person Specification

- Understanding of and commitment to the ethos and values of the school
- A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour
- Inter-personal skills e.g. diplomacy, confidentiality, sensitivity to the needs of others, customer service
- Good communication skills – both orally and written
- Good standard of education
- High levels of organisation and efficiency. To be able to work on own initiative and prioritise work
- A good level of ICT skills with sound knowledge of Word, Excel, e-mail and use of internet
- A record of excellent attendance and punctuality
- Team skills e.g. willingness to work with others, provide support and learn from colleagues
- Ability to work under pressure, to meet deadlines and respond to constant changes
- A commitment to undertake relevant training and CPD
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post

Davenant Foundation School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Davenant Foundation School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.