

**Attendance & Welfare Officer - Term time only**

**PERSON SPECIFICATION**

**Essential**:

* Be methodical with the ability to organise own workload, assess priorities effectively and work to daily deadlines.
* Be able to demonstrate strong all-round administrative skills, including the ability to evaluate and contribute to the continual improvement of systems.
* Strong ICT skills including proficiency in the full suite of Microsoft Office and ability to learn new specialist software as required.
* Be able to demonstrate a high degree of initiative, to solve problems and work proactively.
* Excellent interpersonal skills with the ability to communicate confidently, intelligently and effectively both verbally and in writing at different levels with a range of stakeholders.
* Enthusiastic, positive attitude.
* Ability to maintain strict confidentiality of information received and processed as part of the role.

**Desirable**:

* A knowledge of the SIMS database (or similar) is not essential but would be an advantage.
* Experience of working in a School / education administration.