

AVONBOURNE COLLEGE

***PERSON SPECIFICATION: ATTENDANCE OFFICER***

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|   | **ESSENTIAL** |  **DESIRABLE** |
| **QUALIFICATIONS** |  |  |
| GCSE English & Maths | \* |  |
| Admin qualification |  | \* |
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| **SKILLS** |  |  |
| Excellent interpersonal and communication skills | \* |  |
| Good IT skills in Microsoft Word / Excel, and email | \* |  |
| IT skills in SIMS, Access, Publisher and other software packages |  | \* |
| Ability to work well on own initiative | \* |  |
| Excellent organisational skills | \* |  |
| Ability to deal with data accurately | \* |  |
| Ability to prioritise work and multi-task | \* |  |
| Ability to work professionally and with confidentiality where required | \* |  |
|  |  |  |
| **EXPERIENCE** |  |  |
| Previous experience of working with data | \* |  |
| Previous office experience |  | \* |
| Previous experience of working in a school |  | \* |
|  |  |  |
| **PERSONAL QUALITIES** |  |  |
| Professional and friendly manner | \* |  |
| Reliable | \* |  |
| Sense of Humour |  | \* |
| Team player | \* |  |
| Enthusiastic | \* |  |