



PERSON SPECIFICATION

POST TITLE: Attendance Officer

DATE: March 2018

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience <ul style="list-style-type: none"> • Minimum of 5 GCSE's A* - C including English and Maths or equivalent • Minimum of two years' experience working in a Attendance Support/Admin • Experience of working to Policy and Procedures • Experience of working with third party service providers • Organised with good attention to detail and experience of managing electronic and paper filing systems • Competent in the use of Microsoft Office applications including Excel • Understanding of safer recruitment in a school context • Experience of working in a school or other educational setting • Background experience of pastoral or attendance • Working knowledge of the SIMS Application 	X X X X X	 X X X X X
Skills, Abilities and Personal Qualities <ul style="list-style-type: none"> • Driving licence and own car required • Ability to prioritise tasks, manage time effectively and meet deadlines • Ability to cope effectively in a busy, demanding role • Proven ability to maintain confidentiality in all aspects of work • Ability to manage stakeholders and third party service providers • Excellent communication skills both oral and written • Able to provide a high level of customer service to stakeholders • Able to adapt to work alone, using own initiative and within a busy diverse team • Flexible approach to working hours and positive attitude to work 	X X X X X X X X	
Suitability to work with children <ul style="list-style-type: none"> • Enhanced DBS clearance is required for this position 	X	