

Attendance and EWO Support Administrator
Person Specification

JOB REQUIREMENTS	ESSENTIAL	Essential	Preferred	* How assessed
Qualifications and experience	Good standard of education, including GCSE maths and English (or equivalent)	✓		A
	NVQ Level 2 in relevant qualification or equivalent experience	✓		A, I & R
	Previous experience of working with young people	✓		A, I & R
	Previous experience of working with young people in a school environment		✓	A, I & R
	Supporting pupils with special educational needs		✓	A & I
	Knowledge of ICT	✓		I & T
	Ability to complete administration tasks including recording and monitoring attendance	✓		A & I
	Valid driving license	✓		A
	Entitlement to drive a minibus		✓	A
Competencies	Working with People Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight..	✓		I & T
	Following Instructions & Procedures Appropriately follows instructions without unnecessarily challenges; follows procedures and policies; keeps to schedules; arrives punctually for work and lessons; demonstrates commitment to the organisation; complies with safety requirements of the role.	✓		I & T
	Ability to respond flexibly to a diverse range of situations and needs	✓		I
	Coping with Pressures & Setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; responds well to feedback and learns from it.	✓		I & T
	Adhering to Principles & Values Upholds ethics and values; demonstrates integrity; Promotes equality, inclusion and diversity; values difference and defends equal opportunities; has a non-judgemental attitude and is committed to social inclusion; encourages pupils to recognise their	✓		I & T

	responsibility towards the community and the environment.			
Staff Development	Flexible to working patterns	✓		I
	Willingness to participate in further training and development opportunities	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = assessed by application, R = assessed by references, I = assessed by Interview,
T = assessed by Task