**Northern Education Trust**

Post: Attendance / Cover Manager

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** |
| --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** |
| 1. | 5 GCSE’s or equivalent, including English and Maths | E | ✓ |  |
| 2. | Willingness and ability to obtain and/or enhance qualifications and training for development in the post | E | ✓ |  |
| 3. | Evidence of continuous professional development and training | E | ✓ |  |
| **EXPERIENCE** |
| 4. | Experience of working in a school environment | E | ✓ | ✓ |
| 5. | Experience of working within an office environment. | E | ✓ | ✓ |
| 6. | Experience and knowledge of issues affecting students and young people and how to offer supportive assistance. | E | ✓ | ✓ |
| 7. | Experience of using Microsoft Office packages, SIMS, databases and web technologies | E | ✓ | ✓ |
| 8. | Experience of attending inclusion and attendance meetings | E | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** |
| 9. | Excellent communication and listening skills | E | ✓ | ✓ |
| 10. | Ability to respect and maintain confidentiality | E | ✓ | ✓ |
| 11. | Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support | E | ✓ | ✓ |
| 12. | ICT literate with a working ability to use key IT software to present work to a high standard. | E | ✓ | ✓ |
| 13. | Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues | E | ✓ | ✓ |
| 14. | Efficient and effective organisational skills | E | ✓ | ✓ |
| 15. | Excellent customer service skills and ability to respond quickly as circumstances dictate. | E | ✓ | ✓ |
| 16. | Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these. | E | ✓ | ✓ |
| 17. | Knowledge of attendance policies, procedures and support used to improve attendance of individuals and groups. | E | ✓ | ✓ |
| **PERSONAL QUALITIES** |
| 18. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 19. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 20. | A flexible approach and strong work ethic | E | ✓ | ✓ |