



Hall Park
Academy

PERSON SPECIFICATION – Attendance Administrator

	Essential	Desirable
Qualifications:		
Literacy & Numeracy at Level 2	✓	
IT including Microsoft office	✓	
Full Clean Driving Licence		✓
Experience		
School Attendance systems within SIMS/PARS		✓
Understanding of legislation and regulations i.e. GDPR	✓	
A knowledge of child Protection and Safeguarding regulations		✓
Experience in working with young people		✓
Previous experience in a school based role		✓
Qualities/Professional attributes:		
Communicate effectively with all stakeholders including children, young people, colleagues, parents, Governors and members of the public.	✓	
Have a commitment to collaboration and co-operative working	✓	
Act upon advice and feedback and be open to coaching and mentoring with a willingness to upskill.	✓	
Demonstrate the positive values, attitudes and behaviour they expect from children and young people.	✓	
Sound proof reading skills with a keen eye for detail	✓	
Self-confidence	✓	
Hardworking and enthusiastic	✓	
Flexible	✓	
Open and responsive	✓	
Approachable	✓	
An ability to maintain strict confidentiality and discretion at all times	✓	
Enjoys working with young people	✓	
Reliable with excellent time keeping and attendance record	✓	
Ability to be adaptable to the changing needs and requirements of the post	✓	
Ability to prioritise workloads, work under pressure in a methodical and thorough manner and meet tight deadlines.	✓	
Ability to work independently and as part of a team	✓	
Able to follow Trust policies at all times	✓	

	Essential	Desirable
Active team player	✓	
A good sense of humour	✓	
Willingness to be an active member of the school community supporting extra-curricular and charitable events.	✓	