

PERSON SPECIFICATION

ATTENDANCE MANAGER

E (essential)
D desirable) A (application)
I (interview)
T (task)

Qualifications and Training

- | | | |
|---|---|---|
| • Good standard of education including GCSE in English & Mathematics at grade 9 - 4 | E | A |
| • A Levels or equivalent qualifications | D | A |
| • ICT qualifications e.g. CLAIT, ECDL | D | A |
| • Qualified driver, with use of a vehicle and associated business use insurance | E | A |

Experience

- | | | |
|--|---|-----|
| • Administration & clerical experience | E | A,I |
| • Experience of maintaining accurate records & producing reports | E | A,I |
| • Experience of working in a school, college or environment or working with young people | D | A |

Knowledge, Understanding and Skills

- | | | |
|---|---|-----|
| • Well-developed IT skills including Microsoft Word and Excel | E | A,I |
| • Excellent verbal communication and interpersonal skills | E | A,I |
| • Ability to build effective working relationships with students and colleagues | E | A,I |
| • Excellent organisational and time management skills | E | A,I |
| • A working knowledge of Sims.net and associated modules | D | A,I |
| • Knowledge and understanding of safeguarding procedures | D | I |
| • The ability to converse at ease with members of the public and provide advice in accurate spoken English is required for this post* | E | A,I |

Personal Qualities

- | | | |
|---|---|-----|
| • Flexible and able to adapt to changing priorities to meet the needs of young people | E | I |
| • Commitment to the safeguarding and welfare of all students | E | I |
| • Excellent team working skills | E | A,I |
| • The ability to keep calm in stressful situations | E | A,I |
| • Sensitivity, patience and understanding | E | I |
| • A commitment to maintaining confidentiality at all times | E | A,I |

Weatherhead High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this post is Enhanced Disclosure, with Barred List check.

** Code of Practice on the English Language requirements for public sector workers*

‘a high performing academy providing excellence for all’