

### Attendance Officer - Person Specification

Specification	Essential	Desirable
Safeguarding	Commitment to the safeguarding and well-being of all students and the ability to follow all school policy and procedures	
Qualifications	GCSE Grade C or above English and Maths Evidence of continuous professional development	Administrative Qualification Data analysis experience
Knowledge, and Experience	Good ICT skills – Word, Excel etc Awareness of the importance of confidentiality and data protection Experience of behaviour management with secondary school students	Knowledge of SIMS Awareness of school environment and recent on-going developments in education Knowledge of safeguarding regulations
Skills/Abilities	Excellent organisation skills Ability to communicate effectively Ability to prioritise work Ability to meet deadlines Ability to manage own very busy workload Attention to detail Behaviour management skills Presentation skills People skills Ability to hold people to account	
Personal Qualities	Commitment Drive and enthusiasm Calm, patient and an appreciation of a sense of humour Team player Flexible attitude Smart, professional appearance Good time-keeping	

Holmer Green Senior School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.