PERSON SPECIFICATION

REDHILL ACADEMY TRUST

POST TITLE: Attendance Officer
DATE: Oct 2018

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
• Minimum of 5 GCSE's A* - C including English and Maths or equivalent	X	
• Minimum of two years' experience working in a Attendance Support/Admin		X
• Experience of working to Policy and Procedures	X	
• Experience of working with third party service providers		X
• Organised with good attention to detail and experience of managing electronic and paper filing systems	X	
• Competent in the use of Microsoft Office applications including Excel	X	
• Understanding of safer recruitment in a school context	X	
• Experience of working in a school or other educational setting		X
• Background experience of pastoral or attendance		X
• Working knowledge of the SIMS Application		X
Skills, Abilities and Personal Qualities		
• Driving licence and own car required	X	
• Ability to prioritise tasks, manage time effectively and meet deadlines	X	
• Ability to cope effectively in a busy, demanding role	X	
• Proven ability to maintain confidentiality in all aspects of work	X	
• Ability to manage stakeholders and third party service providers	X	
• Excellent communication skills both oral and written	X	
• Able to provide a high level of customer service to stakeholders	X	
• Able to adapt to work alone, using own initiative and within a busy diverse team	X	
• Flexible approach to working hours and positive attitude to work	X	
Suitability to work with children		
• Enhanced DBS clearance is required for this position	X	