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**PERSON SPECIFICATION**

**JOB TITLE: Assistant Attendance Officer**

We are looking for applicants who can demonstrate the following skills:

**Essential**

* Strong IT skills (it is acknowledged that at the time of starting you may not have experience in the specific IT systems used by the School, such as SIMS, it is essential that you have the aptitude and confidence to quickly learn these)
* Excellent numeracy/literacy skills
* Good interpersonal skills in dealing with interactions with students, staff and parents
* The ability to deal with sometimes challenging students, staff and parents in an assertive, yet polite, manner
* Resilience
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Contribute to the overall ethos/work/aims of the school
* Participate in training and other learning activities and performance development as required

**Desirable**

* Knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Experience of inputting and maintaining the operations needed for SIMS Database or similar