PERSON SPECIFICATION

Attendance Officer - Health Futures UTC

Attributes	Essential	Desirable but not essential
Qualifications:	Five GCSE grade C or equivalent including English and Maths or alternative.	Higher qualifications.
Experience:	Previous experience of use of management information systems. Strong IT skills. Knowledge of Safeguarding policies.	Currently in a similar role. Knowledge of SIMS and SIMS Attendance Module.
Skills and abilities:	High quality communication skills (written and oral). Methodical with a good attention to detail. Well-developed interpersonal skills to be able to relate well to a wide range of people. Able to prioritise and maintain a clear sense of proportion whilst managing own workload and working on own initiative.	
Personal attributes:	Like young people and want the best for them. A team player. Enthusiasm and drive. Positivity and resilience. Flexibility and reliability.	
Commitment to:	The strategic purpose and mission of Health Futures UTC. The safeguarding of all students. Supporting the principles of equality and diversity. Own personal and professional development. The happiness and well-being of our UTC community.	