



## Attendance Manager - Person Specification

Criteria		Evidence	Scoring Method
<b>Qualifications and experience</b>	Relevant higher-level qualification or equivalent experience in a school setting	A	Pass/Fail
	Experience in the use of relevant computerised systems and ability to interpret data and apply high level data analysis and statistics skills	A/I	Numerical Scale
	Experience of managing, leading and developing teams, fostering a culture of ethical leadership, whilst having high expectations to assist continuous improvement	A/I	Numerical Scale
	Experience of financial responsibility and budget management is desirable	A/I	Numerical Scale
<b>Knowledge and skills</b>	Has well-developed ICT skills including a good working knowledge of School Management Information Systems, alongside Microsoft 365 Applications i.e. Word, Excel, Outlook, Teams etc	A/I	Numerical Scale
	Ability to communicate effectively in a variety of written and verbal formats with a wide range of people – relevant to the audience and purpose.	A/I	Numerical Scale
	Ability to work independently interpreting and applying relevant guidance, policies and procedures	A/I	Numerical Scale
<b>Values and behaviours</b>	<b>Kindness</b> Acts with patience, respect, generosity and forgiveness. Acts with compassion and care, listens and sees the person behind the role. Focuses on relational practice; builds trust and rapport with others by empowering and elevating them.	I	Numerical Scale
	<b>Trust</b> Acts in a reliable, consistent, credible, honest, humble, courageous manner. Manages emotions and helps others to do the same. Keeps promises and does what they say they will.	I	Numerical scale
	<b>Service</b> Puts themselves in the service of others. Reduces stress and anxiety in the organisation by modelling calm and considerate behaviour. behaves in a dutiful way, demonstrating humility and self-control. Removes barriers to enable others to do their jobs well	I	Numerical scale
	<b>Justice</b> Does what is right, rather than what is popular or easy. Lives our sense of purpose and values in the way they behave, make decisions and communicate. Applies rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. Values difference and encouraging others to behave responsibly and with moral purpose.	I	Numerical scale
	<b>Optimism</b> Believes in their own ability, and the ability of others. Calls out negativity, cynicism and dishonesty. Remains positive and encouraging, helping others to overcome challenges and celebrating their success.	I	Numerical scale

A = Application (inc. supporting letter), I = assessed during Interview Day(s)

*TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.*