

THE FOREST SCHOOL
Attendance Administrator
PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	ASSESSED THROUGH:
Experience	<ul style="list-style-type: none"> • ICT literate • Sound knowledge of all aspects of office procedures • Good word processing skills using Microsoft Office 	<ul style="list-style-type: none"> • Minimum 5 GCSE's at Grade C (or equivalent) • Attendance experience • Working with young people, parents and families preferably within an educational context 	<p>Application Form</p> <p>Interview</p>
Skills and abilities	<ul style="list-style-type: none"> • Good communicator • High professional standards particularly with regard to accuracy and presentation • Able to communicate effectively both orally and in writing with pupils and adults, including outside agencies • Ability to prioritise own workload 	<ul style="list-style-type: none"> • Knowledge and experience of the educational environment • Understanding of issues that may affect a child's ability to attend school 	<p>Interview</p>
Personal qualities	<ul style="list-style-type: none"> • Enjoys being with young people • Able to command respect from colleagues • Broad knowledge and common sense approach • Able to work as part of a team and to deal with sensitive and confidential matters 	<ul style="list-style-type: none"> • Able to relate to pupils and their learning and disciplinary needs 	<p>Interview</p>