

Attendance Officer Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ 4 GCSE passes A*-C or equivalent including Maths and English. ▪ Basic ICT Skills 	<ul style="list-style-type: none"> ▪ First Aid qualification.
Communication	<ul style="list-style-type: none"> ▪ Good written and oral communication skills. ▪ Fully supported by 2 referees. 	
Organisation	<ul style="list-style-type: none"> ▪ Excellent time management and effective organisational skills. 	
Experience	<ul style="list-style-type: none"> ▪ Evidence of responding quickly to stakeholder needs and resolving concerns ▪ Proven ability to work to deadlines ▪ Use of IT systems to compile reports and analyse data 	<ul style="list-style-type: none"> ▪ Experience of working in a school or with young people. ▪ Experience of working in an administration role. ▪ Excellent IT skills ▪ Experience of working with external agencies ▪ Working with management information systems ▪ Experience of working in a school or other educational institute an advantage ▪ SIMS experience ▪ Awareness of Safeguarding and Child Protection issues ▪ Knowledge of Admissions and Attendance regulations
Personal Qualities	<ul style="list-style-type: none"> ● Loyal. ● Resilient. ● Flexible, reliable, ability to act on own initiative. ● Enthusiastic and highly motivated. ● Good ambassador for the school. ● Thorough, rigorous. 	