**Monkwearmouth Academy**

**Attendance Administration Assistant**

#### Person Specification

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| **Category** |  | **Evidence Gained From** |
| **QUALIFICATION AND TRAINING** | * Relevant NVQ Level 2 in Administration or equivalent | * Application * Certificates |
| **EXPERIENCE** | * Experience of working in an administration and/or finance role * Experience of using a range of IT packages to produce a variety of documents e.g. spreadsheets, letters etc | * Application * Interview * References |
| **KNOWLEDGE AND SKILLS** | * Ability to relate to students and parents/carers in a professional manner * Ability to use a variety of IT packages including google and a management information system * Ability to carry out a range of administration roles * Excellent communication skills * Ability to work alone and make decisions when required as well as working as part of a wider team * Ability to respect and maintain confidentiality | * Application * Interview * References |
| **OTHER REQUIREMENTS** | * A commitment to safeguarding and promoting the welfare of children and young people * Prepared to work flexibility to meet work requirements | * Application * Interview * References |