**Monkwearmouth Academy**

**Attendance Administration Assistant**

#### Person Specification

|  |  |  |
| --- | --- | --- |
| **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
 |