

PERSON SPECIFICATION- Senior Administrator (Attendance)

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> GCSE English and Maths at Grade C+/4+ or equivalent	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Computer literate	E	
<input type="checkbox"/> First Aid Qualified (or willing to qualify)	D	
<input type="checkbox"/> Willingness to develop new skills by participating in CPD	E	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent administrative and organisational skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Excellent interpersonal and communication skills	E	
<input type="checkbox"/> Experience of using SIMS system or similar data management system	E	
<input type="checkbox"/> Experience of using A Star Attendance	D	
<input type="checkbox"/> Experience of using a range of Microsoft Office packages (Word, Excel)	E	
<input type="checkbox"/> Demonstrable awareness of the importance of school attendance	E	
<input type="checkbox"/> Ability to prepare and write reports and produce factual and statistical information as required.	E	
<input type="checkbox"/> Experience of working with young people of Primary and/or Secondary School age	E	
<input type="checkbox"/> Experience of working as part of a school's pastoral team	D	
<input type="checkbox"/> Ability to maintain a professional manner in challenging situations	E	
<input type="checkbox"/> Experience of maintaining an attendance system	D	

Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> Able to relate well to children and adults	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> A positive, supportive and co-operative team member	E	
<input type="checkbox"/> Excellent communication skills.	E	
<input type="checkbox"/> Ability to work independently and take initiative	E	
<input type="checkbox"/> Willingness to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Willingness to support other members of the Attendance team by accompanying them on home visits, where necessary and as required	D	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	