

Person Specification

<u>Knowledge, skills and experience requirements for the post.</u>		
<u>Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
1. Knowledge of school attendance regulations.		✓
2. Knowledge and awareness of child protection issues.		✓
<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>
1. Level 2 qualifications, including English and Maths.	✓	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
1. Experience within a school attendance related role.		✓
2. Experience of using SIMS MIS		✓
3. Experience of working within a school environment		✓
4. Practical experience of using word processing, email, excel and other IT applications.	✓	
<u>Skills</u>	<u>Essential</u>	<u>Desirable</u>
1. Competent using ICT, including data inputting skills.	✓	
2. Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	✓	
<u>Personal Qualities and Attributes</u>	<u>Essential</u>	<u>Desirable</u>
1. Ability to communicate with children and adults	✓	

at all levels, both verbally and in writing.		
2. Maintain accuracy at all times	✓	
<u>Personal Qualities and Attributes (continued)</u>	<u>Essential</u>	<u>Desirable</u>
3. Ability to prioritise workload whilst working under pressure	✓	
4. Demonstrates flexibility and adaptability		✓
5. Ability to work on own initiative and as part of a team	✓	
6. Ability to remain calm and courteous	✓	
7. Ability to remain professional at all times	✓	
8. Ability to maintain confidentiality at all times	✓	
9. Good organisational skills	✓	
10. Pro-active in developing new, more efficient ways of working.		✓