# The Douay Martyrs Catholic Secondary School
# Person Specification – Attendance and Administration Assistant

| Attributes | Essential/Desirable | How identified |
|---|---|---|
| **Qualifications** | | |
| At least five GCSE Grade C or 4, English, Maths or equivalent or Vocational qualification | Essential | Certificate/Application |
| **Experience and associated skills** | | |
| Experience of working with people in a variety of contexts | Essential | Reference/Interview |
| Experience of using databases and various software packages | Essential | Application/Interview |
| Proficient and confident in Word, Excel and other IT packages | Essential | Application/Interview |
| Confidentiality | Essential | Application/Interview |
| Administration experience | Essential | Application/Interview |
| **Other relevant experience and training** | | |
| Ability to demonstrate a willingness to improve own practices and methodologies | Essential | Application/Interview |
| First Aid Qualification | Desirable | Application/Interview |
| **Personal skills and specialist knowledge** | | |
| Good record of health, attendance, punctuality | Essential | Interview/Reference |
| Possess excellent interpersonal and communication skills | Essential | Interview/Reference |
| Confident about ability to use a variety of computer software packages and willing to learn more about these | Essential | Application/Interview |
| Experience using Arbor | Desirable | Application/Interview |
| Ability to manage working time effectively and to develop professionally | Essential | Application/Interview |
| Organisational Skills | Essential | Application/Interview |
| Solution focused, can do attitude | Essential | Application/Interview |
| Be proactive, resourceful and flexible | Essential | Application/Interview |