

PERSON SPECIFICATION	
Attendance & Support Officer	
Qualifications	• GCSE Maths and English A* - C or equivalent (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard of education) • First Aid qualification or willingness to gain such qualification and undertake first aid responsibilities
Experience	• Experience of working in a busy office environment • Experience of understanding a range of administrative tasks • Experience of working in a school office • Experience in managing and maintaining accurate records & filing systems • Experience in Microsoft office • SIMs experience
Skills	• Excellent interpersonal skills • Good standard of I.T. skills • Ability to analyse and produce reports in line with requirements • Ability to think independently and solve problems on own initiative • Ability to work with minimal supervision • Ability to cope with conflicting demands, deadlines and interruptions • Empathy with children and young people • Willingness to be flexible • Ability to work on own initiative • Proven numeracy/literacy skills. • Excellent keyboard and data entry skills. • Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff • Ability to prioritise effectively • Ability to relate well to people on all levels • Work constructively as part of a team, understanding School roles and responsibilities and your own position within these
Personal Attributes	• Understand confidentiality • Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations • The capacity to remain calm and professional at all times and be able to cope with the unexpected • Committed and enthusiastic • Confident, positive and flexible attitude • To have a good sense of humour • Attention to detail • Be well presented and maintain a positive, professional attitude • Commitment to safeguarding the welfare of pupils and vulnerable adults • A commitment to working as part of the whole academy team and supporting the vision and aims of the Trust • Reliable and punctual

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| | <ul style="list-style-type: none">• Have a polite, friendly and flexible approach to work |
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