

Person Specification

Job Title: Administrative Officer Responsible for Attendance

Scale/Salary: Scale 5 (SP 12-15)

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

EDUCATION

		Evident in Application	Evident at Interview
<i>Essential</i>			
1.	Educated to GCSE Maths and English grade C or above (or equivalent)	✓	
2.	Further relevant qualification equivalent to A Level or above	✓	

EXPERIENCE

<i>Essential</i>			
3.	At least one year's related experience of work within an educational attendance related setting	✓	
4.	Experience of working in a busy office environment	✓	
5.	Experience of working in a school setting	✓	
6.	Working with children, young people, parents/carers and families within an educational context	✓	
7.	Experience of analysing attendance data and identifying key areas for improvement	✓	
8.	Excellent communication skills, written and verbal	✓	
9.	Working with professionals from other agencies and in multi-agency context	✓	
10.	Experience of SIMS (or other school MIS)	✓	
11.	Organised and able to work with the minimum of supervision		✓
<i>Desirable</i>			
12.	Experience of working within statutory/voluntary agencies dealing with children and families	✓	

KNOWLEDGE & UNDERSTANDING

<i>Essential</i>			
13.	School systems and an in-depth understanding of the issues affecting truancy and non- school attendance	✓	✓
14.	Understanding of data protection and confidentiality	✓	
15.	Ability to use IT packages including word processing, spreadsheets	✓	
16.	Ability to build effective working relationships with families, staff and other stakeholders	✓	
17.	Demonstrate an understanding of issues linked to confidentiality	✓	✓
18.	Demonstrate an understanding of issues that may affect a student's ability to attend school	✓	✓
<i>Desirable</i>			
19.	Knowledge of the education system	✓	✓

PERSONAL

<i>Essential</i>			
20.	Excellent oral and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals	✓	✓
21.	Evidence of ability to work flexibly and support colleagues		✓
22.	Good standard of numeracy and literacy skills	✓	✓
23.	Ability to prepare and write reports and produce factual and statistical information as required	✓	✓
24.	Ability to work under pressure and prioritise effectively	✓	
25.	Ability to proficiently use office computer software including word processing, spreadsheet, database and internet systems	✓	✓
26.	Ability to build and form good relationships with students, parent/carers, colleagues and external agencies, including social workers and the police	✓	✓
27.	Ability to work constructively as part of a team, understanding school roles and responsibilities, including own	✓	✓
28.	Ability to always maintain confidentiality	✓	✓
29.	Ability to act on own initiative and to prioritise own workload to effectively meet deadlines	✓	✓
30.	A good work ethic and a professional approach.	✓	✓
31.	A strong sense of loyalty to the school.	✓	
32.	Flexible and adaptable	✓	✓
33.	Good organisational skills and ability to produce work accurately	✓	✓
34.	A thorough understanding of up to date safeguarding requirements and best practice	✓	✓
35.	Demonstrate commitment to supporting and promoting safeguarding, student welfare, equality and diversity	✓	✓
<i>Desirable</i>			
36.	Good sense of humour and perspective.		✓
37.	An interest in developing professionally.	✓	✓

June 2026

Signed: Date: