



Person Specification
Attendance Assistant

Qualifications & Experience	Essential	Desirable
Experience of administrative work in a busy office environment.	✓	
Good working knowledge of office equipment, including photocopier and telephones.	✓	
Good literacy skills and numeracy skills.	✓	
Experience of working in a setting with young and vulnerable adults.		✓
Experience of dealing with school attendance processes.		✓
Skills & Knowledge	Essential	Desirable
Good time management, organisational and administrative skills.	✓	
Good communication skills, including high standards of written communication, grammar and spelling.	✓	
Strong IT skills and knowledge of using different software packages.	✓	
Ability to work with tact and diplomacy and maintain confidentiality.	✓	
Ability to work under pressure to prioritise and meet deadlines.	✓	
Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work.	✓	
Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required.	✓	
Personal	Essential	Desirable
High expectations of self and others.	✓	
The ability to work to tight deadlines and under pressure.	✓	
A team player who is willing to go beyond their own responsibilities to help others at busy times	✓	
Ability to remain calm under pressure and be approachable.	✓	
Ability to ensure confidentiality.	✓	

Resilience and determination coupled with the ability to support and show empathy.	✓	
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Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

