



	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • Level 3 qualification or higher (eg NVQ 3, A Levels or BTec 3) • GCSE English Grade C or above (please list all qualifications on your application) 	<ul style="list-style-type: none"> • Further qualifications and/or studies relevant to the role (e.g. qualifications in social care, health or education)
2. Personal	<ul style="list-style-type: none"> • Professional approach • Flexible to work demands • Ability to work independently as well as part of team • Ability to develop and maintain good relationships with all stakeholders • Have the passion and commitment to support families securing better outcomes for children. • Calm, confident and patient. • Willingness to attend relevant training. 	
3. Experience & Knowledge	<ul style="list-style-type: none"> • Experience in an administration role. • Experience of working in a busy office environment • Organised and methodical approach to workload • Good standard of Maths and English • Good working knowledge of Word, Excel and Outlook • Knowledge of child protection, safeguarding issues and legislation. • Experience of working with families, vulnerable people or children in any role. • Experience of meeting professionally with groups of people or individuals. 	<ul style="list-style-type: none"> • SIMS • Experience of minute taking • Experience of social work, work in a school, supporting parents. • Knowledge of the relevant school policies and procedures and how to act to safeguard children. • Have knowledge of support and resources available for families locally.

Administrator & Attendance Officer

Person Specification



4.Skills & Abilities	<ul style="list-style-type: none">• Excellent organisational and reporting skills• Ability to work as part of a team• Ability to adapt to changing needs and local/national requirements• Excellent communication skills• Able to work under pressure and work towards and meet deadlines• Ability to ensure confidentiality	
5.Other	<ul style="list-style-type: none">• Two references which cover professional, personal and leadership qualities.	