



ATTENDANCE ADMINISTRATOR - PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	EVIDENCE
High-level administrative skills and experience using ICT systems, particularly SIMS or similar.	E	Application / Reference / Interview
GCSE or equivalent in English and Mathematics at grade C or above.	E	Application / Certificates
Strong communication skills and the ability to engage effectively with students, families, and colleagues.	E	Application / Reference/Interview
An understanding of safeguarding and child protection protocols.	E	Application / Reference / Interview
Ability to manage sensitive and confidential information with discretion and professionalism.	E	Application / Reference / Interview
Strong organisational skills and the ability to prioritise workload under pressure.	E	Application / Reference / Interview
Knowledge of current attendance legislation and DfE guidance.	D	Application / Reference/ Interview
Experience working with external services to support student welfare.	D	Application / Reference / Interview
Familiarity with strategies to promote attendance and reduce persistent absence.	D	Application / Reference/ Interview

Sir Harry Smith Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.