Attendance Manager
PERSON SPECIFICATION

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	GCSE Maths and English grade 4 or higher or Functional Skills Maths and English Level 2	✓		✓	✓		
	First Aid qualification (training will be given)		✓	✓	✓		
	Evidence of recent continuing professional development		✓	✓	✓		
Skills and Experience	General clerical or administrative experience	✓		✓		✓	✓
	Good experience of maintaining computerised records, systems and ICT packages	✓		✓		✓	✓
	At least three years' experience working in a related field	✓		✓		✓	✓
	Experience and understanding of working with children	✓		✓		✓	✓
	Ability to prioritise the important issues- e.g. parental complaints/ CP concerns and work under pressure and meet tight deadlines, often in a very demanding environment	✓				✓	✓
	Knowledge of relevant policies/codes of practice/legislation with the ability to apply attendance policies and strategies	✓		✓		✓	✓
	Ability to relate well to children and adults in a work environment	✓				✓	✓
	Good interpersonal skills, including communication skills at all levels, coupled with good listening skills	✓				✓	✓
	Ability to organise own workload in the context of varied tasks, and good personal organisation and time management	✓		✓		✓	✓
	Work calmly under pressure and meet tight deadlines with good attention to detail, and the ability to work in a methodical manner	✓		✓		✓	✓
	Work constructively as part of a team, understanding school roles and responsibilities, and your own position within these	✓				✓	✓
	Be open and honest and ready to raise concerns if struggling with time	✓				✓	✓