



PERSON SPECIFICATION

Attendance Administrative Assistant

Qualifications, training and education

- Essential: NVQ Level 2 or equivalent.
- Essential: Minimum of two years' experience in an administrative role.
- Desirable: Knowledge of Bromcom packages.

Skills and abilities

Communication

- Ability to communicate clearly and appropriately in writing and verbally with a range of people.
- Ability to identify stakeholder needs quickly and respond to queries with professionalism and accuracy.
- Ability to use tact, diplomacy, confidentiality and sensitivity when handling information and interactions.

Organisation and planning

- Ability to organise and prioritise work, manage time and meet deadlines.
- Ability to work accurately with frequent interruptions.
- Ability to maintain attention to detail when managing administrative information.
- Ability to take responsibility and ownership for allocated work.
- Ability to work independently and use initiative when required.
- Ability to contribute positively and work effectively as part of a team.

Technical skills

- Working knowledge of Microsoft Office.
- Ability to use Excel spreadsheets competently.
- Ability to input, manage and maintain student data accurately to support attendance administration and student welfare to support attendance administration and student welfare.



PERSON SPECIFICATION

Personal qualities

- Reliable, proactive, flexible and adaptable.
- Commitment to ongoing service and personal development through self-evaluation and learning from others.
- Willingness to learn and develop personal skills.
- Commitment to the wellbeing and safety of all children.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Suitability for an Enhanced DBS check with Children's Barred List check.