

**PERSON SPECIFICATION**

Attendance Administrator

<b>QUALIFICATIONS / ABILITIES / SKILLS</b>	<b>ESSENTIAL</b>	<b>DESRIBLE</b>
Educated to minimum GCSE Maths and English A*-C or 4-9	•	
Educated with level 3 qualifications		•
Hold a first aid at work qualification or willingness to gain	•	
Excellent computer skills including Microsoft word and excel	•	
Experience of successfully working with young people (teenagers 13-19)	•	
Experience of encouraging and motivating students to achieve/progress		•
Knowledge of legislation relating to school attendance		•
Knowledge of legislation relating to the welfare and protection of children		•
Excellent written and oral communication skills	•	
Ability to process data and produces reports and action plans	•	
Ability to share strategies implemented to support students raising attendance with all staff	•	
Ability to relate well to a range of staff, students and parents	•	
Ability to maintain a professional manner in challenging situations remaining calm and unflustered	•	
Ability to deal with difficult situations	•	
Resourceful, patient and resilient	•	
Ability to work independently using own initiative and as part of an effective team	•	
Ability to manage student behaviour constructively and effectively	•	
Excellent organisational skills	•	
Excellent attention to detail	•	
Ability to work under pressure, prioritise workload and meet deadlines	•	
Knowledge of policies and codes of practice/legislation	•	

Willing to undertake appropriate training to meet the needs of the role	•	
Ability to relate to and promote the ethos of the school	•	
Commitment to safeguarding and welfare of students	•	
Flexible approach to duties	•	

*Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.*