

Person Specification

JOB TITLE: Attendance Administrator

DEPARTMENT: Attendance

PRINCIPAL:

Dennis Kirwan

DATE: July 2026

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	- Strong IT knowledge including Microsoft Office (Outlook, Word, Excel and Teams). - Knowledge and understanding of safeguarding.	Knowledge of/experience using a School Information Management System.
SKILLS & ABILITIES	- High level administrative and organisational skills with the ability to prioritise. - Excellent written and oral communication skills. - Ability to communicate effectively with young people, their parents/carers, staff and other stakeholders. - Strong interpersonal skills. - Good telephone manner. - Ability to accurately input data in a timely manner. - Ability to work with limited supervision and to use own initiative. - Ability to produce written documentation e.g. letters, emails and data/reports. - Attention to detail and accuracy. - Strong organisational and time management skills. - Ability to be flexible in line with role requirements.	
EXPERIENCE	- Experience of working in a busy office environment. - Experience of working as part of a team.	- Experience of working within a school setting. - Experience of using Management Information Systems.
QUALIFICATIONS	- GCSE Grade C/4 or equivalent in English and Maths. - Willingness to participate in CPD for further training.	Business Administration Qualification.
PERSONAL CIRCUMSTANCES	- Positive and supportive approach. - Motivated and enthusiastic. - Positive attitude. - Ability to work under pressure. - Prepared to work flexibly.	
EQUALITY	Candidates must demonstrate understanding, acceptance and commitment to the underlying equal opportunities.	