

Portico Academy Trust

Attendance Administrator



Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• GCSE or equivalent in English and Maths.
Knowledge and Skills	<ul style="list-style-type: none">• Able to relate well to children and adults.• Able to communicate well orally and in writing with a range of pupil, parents, staff, and external agencies.• Good knowledge of Arbor or equivalent MIS system.• Meticulous in record keeping• Quick and accurate with the use of IT using a range of Microsoft programmes, particularly Excel and able to produce effective and accurate analysis reports relating to school attendance.• Good organisational skills• Ability to organise work schedule	<ul style="list-style-type: none">• Experience of supporting families in adverse circumstances and vulnerable children.• Experience of working with children in an educational setting.

<p>Personal Attributes</p>	<ul style="list-style-type: none">• Reliable, trustworthy, and honest• Have a willingness to learn and be helpful.• Flexible and able to respond calmly to a range of requests.• Able to observe confidentiality.• Able to work under pressure.• Polite and well presented.• Resilience, patience, and determination.	<ul style="list-style-type: none">• Willingness to keep up to date and undertake professional training.
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