

Attendance Manager PERSON SPECIFICATION

	Criteria	Essential	Desirable	Application	Certificates	Selection	Reference
Qualifications	Good general level of education with 5 GCSE Level C and above (including Maths and English)	✓		✓	✓		
	ICT literate with good keyboard skills	✓		✓	✓		
	Evidence of recent continuing professional development,		✓	✓	✓		
Skills and Experience	Administration duties in an office environment	✓		✓		✓	✓
	Experience of Attendance administration		✓	✓		✓	✓
	Experience of maintaining computerised records and management information systems	✓		✓		✓	
	Experience of using Bromcom.		✓	✓		✓	
	Experience of working with outside agencies e.g MAP (Mancroft Advice Project) and The Matthew Project, and Norfolk Constabulary.		✓				
	Use of MS Office, including Excel and Word		✓	✓		✓	
	Maintenance of accurate records & filing systems, computerised and manual		✓	✓		✓	
	Experience of working in an educational environment in a multi academy Trust or large academy.	✓		✓		✓	✓
	Record of good time management skills and ability to prioritise work effectively	✓		✓	✓	✓	✓
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓		✓		✓	✓
	Ability to relate well to student and adults, including external contacts	✓		✓		✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	
	Professional approach to duties and presentation.	✓		✓		✓	✓
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
Other	Hold a full driving licence.	✓		✓	✓		
	Capacity to work during school holiday periods		✓			✓	
	A helpful, calm and organised manner.	✓		✓		✓	