



PERSON SPECIFICATION
Attendance Officer

Category	Essential	Desirable
Qualifications		
GCSE English and Maths (or equivalent)	*	
ECDL		*
Experience		
IT Skills in Microsoft Office, Excel, Word	*	
Previous experience of working with young people		*
Previous experience of working in a school		*
Experience of working with Arbor		*
Skills		
Good interpersonal and communication skills	*	
Ability to organise and prioritise	*	
Ability to maintain resilience, understanding and positive thinking	*	
Ability to use initiative	*	
Qualities & aptitude		
Sense of humour	*	
Ability to be an active and full member of a team	*	
Commitment to staff development	*	
Empathy for young people	*	

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.