

GOSFORD HILL SCHOOL

PERSON SPECIFICATION



Post Title:	Attendance Officer
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Criteria	Essential	Desirable	Assessment Method
Qualifications & training	<ul style="list-style-type: none"> 5 or more A*-C at GCSE or equivalent including English and Maths 	<ul style="list-style-type: none"> A Levels a degree (or equivalent) 	(A)pplication
Relevant experience	<ul style="list-style-type: none"> experience as an administrator 	<ul style="list-style-type: none"> working within a secondary school environment experience of working with SIMS 	A (I)nterview A
Skills	<ul style="list-style-type: none"> good interpersonal skills excellent written and oral communication skills excellent numeracy skills good ICT skills be flexible as a team player the ability to deal with people at all levels good time management 	<ul style="list-style-type: none"> experience in using SIMS 	I, (R)eferences R R R I R R
Personal qualities	<ul style="list-style-type: none"> self motivated perspective and a sense of humour well organised ability to prioritise, work under pressure and meet deadlines be able to use initiative punctual approachable & empathetic committed confidentiality 		I I I R R R I R I
Professional values	<ul style="list-style-type: none"> be sympathetic to the school's vision and ethos able to establish and maintain good professional relationships with students and colleagues positive about working at our school ability to embrace change commitment to own professional development 		I I A I I
Knowledge & understanding	<ul style="list-style-type: none"> understand the statutory requirements of legislation concerning safeguarding, including child protection, equal opportunities, health & safety and inclusion 		I

Other requirements	<ul style="list-style-type: none"> • willing to undergo a DBS check • willing to undergo a pre-employment health check 		
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All applicants to Gosford Hill School will be expected to fully undertake our safeguarding arrangements and be prepared to comply with all relevant checks to ensure our young people are safe.