



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Attendance Administration Officer - Level 3 (Sea View Primary School)

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ Level 3 in Business Administration or equivalent qualification Level 2 or equivalent in literacy/numeracy 		<ul style="list-style-type: none"> Application Form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of developing, managing and operating clerical/administrative/financial systems Computer literate and proficient in office software e.g. Word, Excel. Experience of liaising with agencies and individuals by both verbal and written communication Experience of dealing with complex visitor matters Experience of managing and monitoring attendance Experience of cash handling 	<ul style="list-style-type: none"> Experience of managing staff Experience of working in an admin role in a school/educational establishment 	<ul style="list-style-type: none"> Application Form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent interpersonal skills Able to communicate clearly, professionally and effectively, both verbally and in writing Able to multi-task and work under pressure whilst maintaining a high degree of accuracy 	<ul style="list-style-type: none"> Knowledge of office procedures relating to an educational environment 	<ul style="list-style-type: none"> Interview References Possible test
Disposition	<ul style="list-style-type: none"> Able to use own initiative and manage a demanding workload with frequently changing priorities Able to work in a sensitive and discreet manner whilst maintaining confidentiality and the protection of data 		<ul style="list-style-type: none"> Interview References

	<ul style="list-style-type: none"> • Resilient with excellent customer service skills in a frontline position • Willingness to undertake training and development • Able to relate well to children and adults • Team player • Able to learn from self-evaluation • Flexible approach to work • Committed to the principles of equality and diversity 		
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • DBS Check