



SENIOR ADMINISTRATOR AND ATTENDANCE OFFICER PERSON SPECIFICATION

Experience

- Relevant experience working in a school or business administration environment
- Experience of school based systems
- Confidence with Microsoft Office Systems
- Successful development and monitoring of administrative procedures and processes
- Experience of dealing with simultaneous and often conflicting demands from more than one person.
- Experience of a high degree of professional autonomy in relation to the key areas of school administration
- Experience of working with parents

Knowledge

- Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection
- Knowledge and understanding of current issues in the field of education and attendance to allow for greater contribution to the effectiveness of the academy
- Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these
- Types of problems which can occur – including conflict – and the procedures for dealing with these
- The social context in which the academy operates, including the cultural diversity of the community and how it impacts on the academy environment

Skills/Abilities

- Ability to remain calm and productive in a busy environment
- Advanced keyboard and IT skills
- Excellent communication, organisational and ICT skills.
- Produce and process data and documents to ensure accurate reports and information
- Ability to organise own workload and determine priorities within the working day
- Ability to handle sensitive and confidential information and issues appropriately

- Ability to re plan projects or activities in order to meet unexpected deadlines
- Ability to resolve complex problems in a calm and professional manner, some of which are not covered by existing rules, procedures or instructions
- Ability to interpret advice / statute and to develop policy / practice in the light of this
- Ability to relate sensitively and positively to both children and adults, which impacts on the well-being of all in the workplace
- Ability to self-evaluate learning needs and actively seek CPD
- Good time management skills
- Ability to re plan activities in order to meet unexpected deadlines

Qualifications

- Excellent numeracy and literacy skills
- Qualifications equivalent to Level 3 ICT
- Hold a first aid qualification or be willing to be trained

Other Attributes

- Be able to demonstrate commitment to the ethos and the core virtues of the academy
- Be able to demonstrate initiative and intuition
- Present a smart appearance