

Northern Education Trust
 Post: Attendance / Cover Manager
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
3.	Evidence of continuous professional development and training	E	✓	
EXPERIENCE				
4.	Experience of working in a school environment	E	✓	✓
5.	Experience of working within an office environment	E	✓	✓
6.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	E	✓	✓
7.	Experience of using Microsoft Office packages, SIMS, databases and web technologies	E	✓	✓
8.	Experience of attending inclusion and attendance meetings	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Excellent communication and listening skills	E	✓	✓
10.	Ability to respect and maintain confidentiality	E	✓	✓
11.	Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support	E	✓	✓
12.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
13.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
14.	Efficient and effective organisational skills	E	✓	✓
15.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓
16.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these	E	✓	✓
17.	Knowledge of attendance policies, procedures and support used to improve attendance of individuals and groups	E	✓	✓
PERSONAL QUALITIES				
18.	A strong commitment to the Trust values and ethos	E	✓	✓
19.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
20.	A flexible approach and strong work ethic	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.