

**Monkwearmouth Academy**  
**Attendance Administration Assistant**  
**Person Specification**

Category		Evidence Gained From
<b>QUALIFICATION AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 in Administration or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certificates</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administration and/or finance role</li> <li>• Experience of using a range of IT packages to produce a variety of documents e.g. spreadsheets, letters etc</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to relate to students and parents/carers in a professional manner</li> <li>• Ability to use a variety of IT packages including google and a management information system</li> <li>• Ability to carry out a range of administration roles</li> <li>• Excellent communication skills</li> <li>• Ability to work alone and make decisions when required as well as working as part of a wider team</li> <li>• Ability to respect and maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Prepared to work flexibility to meet work requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>