

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:	
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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	✓	✓