



Attendance Administrator Person Specification

	Requirements	Essential	Desirable	Assessment
Work Related Skills and Knowledge	Experience of working within an office environment	✓		Application Form / Interview
	Strong administrative and organisational skills	✓		Application Form / Interview
	Demonstrate excellent attention to detail and effective time-management skills	✓		Application Form / Interview
	Ability to analyse data and identify trends	✓		Application Form / Interview
	Be committed to improving pupil attendance and supporting vulnerable children and families.	✓		Application Form / Interview
	Have experience of maintaining accurate records and handling confidential information		✓	Application Form / Interview
	SIMS or other school MIS system experience		✓	Application Form Interview
	Good interpersonal skills	✓		Interview
	Effective communication skills	✓		Interview
	The ability to work with tact and diplomacy	✓		Application Form / Interview
	The ability to remain calm and patient in difficult situations	✓		Interview
Experience Education Training	Good basic education (including GCSE grade A* - C in Maths and English or equivalent)	✓		Application Form / Interview
	Good ICT skills including high standards of word processing	✓		Application Form / Interview
	Experience or ability to carry out administrative tasks, including the ability to present work clearly and professionally	✓		Application Form / Interview
	A proactive approach to working	✓		Application Form / Interview
	A flexible approach to working		✓	Application Form / Interview
	Experience of interacting effectively with a broad range of people		✓	Application Form / Interview
	A commitment to training and development	✓		Application Form / Interview
	Ability to work with or without direct supervision	✓		Application Form / Interview