FERRYHILL SCHOOL
INTEGRITY | CREATIVITY | EXCELLENCE

Attendance Support Assistant

PERSONAL SPECIFICATION AND CRITERIA FOR SELECTION

CATEGORY	ESSENTIAL	DESIRABLE
APPLICATION	▪ Supportive references ▪ Well structured supporting letter of application	
QUALIFICATIONS	▪ Relevant qualifications to the post ▪ NVQ Level 3 or equivalent experience	▪ Further professional qualifications.
EXPERIENCE	▪ Experience of working successfully and co-operatively as a member of a team ▪ Previous experience in attendance or social care fields	▪ Involvement with school and community links ▪ Successful contribution to school improvement ▪ Minimum of 5 years working in either primary or secondary education
SKILLS	▪ Full clean driving licence ▪ Ability to communicate effectively in a variety of situations ▪ Developing leadership skills ▪ High level of emotional intelligence ▪ Good organisational skills ▪ Ability to prioritise workload ▪ ICT competent ▪ Ability to work effectively under pressure ▪ Excellent time management skills	
PERSONAL ATTRIBUTES	▪ Ability to demonstrate enthusiasm and sensitivity whilst working with others ▪ Ability to initiate and manage change with successful	

	outcomes ▪ Caring and patient attitude towards students, staff and parents/carers ▪ A good health and attendance record ▪ Emotional stability, can cope with pressure and use humour to good effect ▪ Flexibility and adaptability in order to be able to mix and work with a wide range of people ▪ Ability to be discreet and confidential as and when required ▪ Able to use initiative with own workload and delegating tasks to others ▪ Team player	