



PERSON SPECIFICATION: ATTENDANCE AND WELFARE ADMINISTRATOR

	Essential	Desirable	Measured by
Qualifications/ Training	<ul style="list-style-type: none"> Educated to GCSE Standard at Grade A* – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications. Willingness to undertake any further training relevant to the role 	<ul style="list-style-type: none"> Further professional qualifications Evidence of related training 	A/Q
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working with children/young people Full working knowledge of relevant policies/codes of practice Committed to Safeguarding and promoting the welfare of children and young people Collaborative working within a team Efficient administration and good organisation Experience in providing a high level of customer services 	<ul style="list-style-type: none"> Experience of working within a School environment SIMS.NET 	A/I
Skills	<ul style="list-style-type: none"> High standard of interpersonal and oral/written communication skills. Effective use of ICT to promote, support and enhance teaching and learning Well-developed interpersonal skills to be able to relate well to a wide range of people. Good communication skills Ability to work in a challenging environment Ability to produce accurate work to tight deadlines Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate Ability to work flexibly across departments to support colleagues in order to meet whole school requirements Organised approach to work in relation to professional standards and competencies Flexible approach to changing work tasks and prioritising to specific needs Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery Ability to maintain confidentiality at all times 	<ul style="list-style-type: none"> Good ICT skills for learning and administrative requirements. 	A/I A/I I
Person Characteristics	<ul style="list-style-type: none"> Excellent attendance and punctuality An enthusiastic approach to working with students Confidence to manage and supervise effectively whole classes Ability to work flexibly and respond to developing needs Reliability and integrity Positive and optimistic 		I

	<ul style="list-style-type: none">• Humour and resilience		A/I
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Measured by Key:

A: Application form/letter

Q: Qualification Check

I: Interview