PERSON SPECIFICATION

Severndale Specialist Academy

Attendance Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	• GCSE English and Maths		A
Experience, Skills and Knowledge	• Experience of administrative work in an office environment. • Ability to communicate effectively, both orally and in writing, to a wide range of audiences • Be able to work independently, use initiative and deal with an emergency in a calm and efficient manner. • ICT literate, with knowledge of Word, Excel and Outlook. • Good organising, planning and prioritising skills.	• Working knowledge of general school policies and procedures. • Working knowledge of Bromcom.	A, I, R
Personal Qualities	• Ability to work flexibly as part of a team, understanding school roles and responsibilities and your own position within these.	• Ability to supervise other colleagues supporting the attendance process.	A, I, R
Job Related Personal Skills	• Good interpersonal skills and an ability to relate and communicate effectively with		A, I

Learning Community Trust

PERSON SPECIFICATION

Severndale Specialist Academy

	students, staff, parents and carers. • Good organisational skills. • Ability to maintain accurate records. • Ability to show initiative when appropriate.		
Special Working Conditions	• Flexible approach to working environment. • Ability to bring to the role, initiative, enthusiasm and commitment. • Adapting and willingness to assist with other aspects of school life.		

Method of assessment: (A) application form, (I) interview, (R) references