

## Attendance Administrator Person Specification

	Essential	Desirable	Identified
<b>Organisational fit</b>	Able to demonstrate: <ul style="list-style-type: none"> <li>• working towards the Support Staff Standards</li> <li>• working towards the Academy aims and objectives</li> <li>• working towards the Trust aims and objectives</li> </ul>		
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• ECDL or similar</li> <li>• NVQ Level 3 or equivalent in Customer Service, or willing to work towards</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of undertaking administrative duties</li> <li>• Experience of working in an office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in education</li> <li>• Familiarity with school management systems, eg, sims</li> <li>• Experience in using excel to analyse and present data in a readily understandable and informative way</li> </ul>	Application Form/letter/interview
<b>Knowledge / skills</b>	<ul style="list-style-type: none"> <li>• Excellent ICT skills especially Word, Excel and PowerPoint and email</li> <li>• Ability to use Excel for spreadsheets including updating existing sheets and setting up new ones</li> <li>• The ability to learn new programmes</li> <li>• Excellent verbal and written communication skills</li> <li>• Good interpersonal skills with the ability to relate to people at all levels sensitively and when necessary assertively</li> <li>• Able to work as a member of a team and on own initiative with minimum supervision</li> <li>• Good time management skills and ability to prioritise</li> <li>• Extremely methodical with excellent attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of wider school operations</li> <li>• Ability to minute meetings</li> <li>• Familiarity with databases</li> </ul>	Letter/interview

	<ul style="list-style-type: none"> <li>• Able to keep calm in difficult Situations</li> <li>• Dependable</li> <li>• Self-motivated</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to relate to and promote the ethos of the school</li> <li>• Excellent attendance and punctuality</li> <li>• Willingness to undertake training as required</li> <li>• To be able to respond flexibly to the demands of the post</li> </ul>		Interview /Reference

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.***

