



PERSON SPECIFICATION
ATTENDANCE ADMINISTRATION ASSISTANT

	ESSENTIAL DESIRABLE	IDENTIFIED BY
Qualifications		
Good standard of general education (Minimum requirement - GCSE or equivalent Maths and English C or above)	E	AF
Word Processing / Business Administration Qualification	D	AF/I
First Aid Qualification	D	A
Knowledge and Experience		
Experience of working in a School environment	D	AF/I
Experience of providing a reception service	E	AF//P
Experience of working with children and young people on a voluntary or paid basis	D	AF/I
Experience of working with SIMS Management System software	E	AF//P
Knowledge of SIMS Assessment Manager	D	AF//P
Skills and Abilities		
Ability to work positively as part of a team and individually and to apply given instructions	E	AF/I
Able to plan and work effectively under pressure	E	AF//P
Attention to detail and accuracy	E	AF//P
Excellent administrative and organisational skills	E	AF//P
Maintain accurate records and filing systems	E	AF//P
Understanding and knowledge of relevant attendance and behaviour policies and safeguarding procedures including child protection	E	AF/I
Ability to encourage high standards of pupil behaviour at all times	E	AF/I
Ability to gain respect of students and inspire trust through a manner of confidence and authority	E	AF/I
Excellent communication and interpersonal skills with people at all levels, both students and adults face to face and on the telephone	E	AF/I
Ability to liaise with pupils, parents, Governors and colleagues in a professional manner observing the boundaries of the role and maintaining confidentiality	E	AF/I
Awareness of policies and procedures relating to health and safety, equal opportunities and other relevant to duties performed	D	AF/I

Personal Qualities Ability to react calmly and quickly in an emergency situation Flexible and welcoming approach Enthusiastic and conscientious	E E E	AF/I I AF/I

AF = Application form

I = Interview

P = Practical