



PERSON SPECIFICATION
ATTENDANCE ADMINISTRATION ASSISTANT

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

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