Weatherhead High School

Employee Specification Form:	M23
Title of Post:	Attendance Officer (Data)
	Weatherhead High School

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

Personal Attributes

	Essential		Desirable	
	Attribute	*Stage Identified*	*Attribute*	*Stage Identified*
Qualifications	• GCSEs including English and Mathematics at Grade C or above. • ICT qualifications e.g. CLAIT, ECDL	A	• NVQ in School Administration • First Aid qualification	A
Experience	• Administration and clerical experience	A	• Experience of working in a school or with young people.	A
Knowledge & Skills	• Proficient in the use of ICT software, including Microsoft Word and Excel. • Organisational skills. • Flexible in approach to a wide range of duties. • Articulate and well-motivated. • Good time management skills.	I	• A working knowledge of Sims.net and its associated modules. • Knowledge and understanding of safeguarding procedures in relation to children and young people.	A/I I
Special Requirements	• Ability to work under pressure as part of a team. • Excellent time management skills and the ability to prioritise tasks. • Excellent interpersonal and communication skills. • Ability to work in a school environment.	I		