

**PERSON SPECIFICATION**

**ATTENDANCE OFFICER**

	E (essential) D desirable)	A (application) I (interview) T (task)
<b>Qualifications and Training</b>		
• Good standard of education including GCSE in English & Mathematics at grade 9 - 4	E	A
• A Levels or equivalent qualifications	D	A
• ICT qualifications e.g. CLAIT, ECDL	D	A
• First aid qualification	D	A
<b>Experience</b>		
• Administration & clerical experience	E	A,I
• Experience of maintaining accurate records & producing reports	E	A,I
• Experience of working in a school, college or environment or working with young people	D	A
<b>Knowledge, Understanding and Skills</b>		
• Well-developed IT skills including Microsoft Word and Excel	E	A,I
• Excellent verbal communication and interpersonal skills	E	A,I
• Ability to build effective working relationships with students and colleagues	E	A,I
• Excellent organisational and time management skills	E	A,I
• A working knowledge of Sims.net and associated modules	D	A,I
• Knowledge and understanding of safeguarding procedures	D	I
• The ability to converse at ease with members of the public and provide advice in accurate spoken English is required for this post*	E	A,I

<b>Personal Qualities</b>	E (essential) D desirable)	A (application) I (interview) T (task)
• Flexible and able to adapt to changing priorities to meet the needs of young people	E	I
• Commitment to the safeguarding and welfare of all students	E	I
• Excellent team working skills	E	A,I
• The ability to keep calm in stressful situations	E	A,I
• Sensitivity, patience and understanding	E	I
• A commitment to maintaining confidentiality at all times	E	A,I

**Weatherhead High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**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 post is Enhanced Disclosure, with Barred List check.**

*\* Code of Practice on the English Language requirements for public sector workers*