



Person Specification

Attendance and Admin Officer

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Good general education • GCSEs to include Maths and English (grade C or above) or equivalent i.e. NVQ2 or above • RSA1 typing or word processing equivalent 	<p>Qualifications</p> <ul style="list-style-type: none"> • Additional training and professional development • First Aid qualification
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an office environment 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in SIMS and the Attendance module • Experience of working in a school
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Sense of humour and positive attitude • Good interpersonal skills and the ability to deal with a wide range of visitors, governors, pupils and staff. • Integrity and energy to persevere and succeed 	<p>Personal Attributes</p> <ul style="list-style-type: none"> •
<p>Professional Attributes</p> <ul style="list-style-type: none"> • Work cooperatively and take a full role as part of a team • Well organised, systematic and with an attention to detail • Ability to use initiative when appropriate • Ability to process day to day monies • Ability to manage and prioritise own workload and time 	<p>Professional Attributes</p> <ul style="list-style-type: none"> • Contribute to the wider life of the school
<p>Professional Skills</p> <ul style="list-style-type: none"> • Ability to review effectiveness of teaching and monitor and evaluate individual children's progress using effective assessment for learning strategies • Ability to plan high quality learning experiences 	<p>Professional Skills</p> <ul style="list-style-type: none"> • Working knowledge of Excel • Working knowledge of SIMS.net • Working knowledge of SAP