



#### PERSON SPECIFICATION



Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence, and commitment being the top traits.

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#### **Qualifications:**

- English and Maths to GCSE Grade C or equivalent
- Business Administration qualification to NVQ level 2 or equivalent

# **Experience:**

- A good understanding of business administration and several years' practical experience of administrative processes
- Understanding/previous experience of managing attendance and school attendance procedures
- Ability to communicate effectively to a range of audiences, through good written and excellent oral communication skills
- Supervisory skills and experience
- Experience in using school attendance management computer systems (BROMCOM, SIMs) and general office packages (Word, Excel etc).

# Skills and Knowledge:

- Ability to analyse and interpret a variety of data
- Ability to communicate effectively to a range of audiences, through good written and excellent oral communication skills
- Ability to work on own initiative and to plan and organise own workload
- Ability to concentrate on detailed work for short/medium periods of time
- Understanding of confidentiality of data

# **Personal Attributes:**

- Ability to use own judgement
- Ability to communicate information and ideas effectively
- Ability to deal with conflicting priorities and cope with pressure
- High level of emotional intelligence
- A deep commitment to the vision, values and ethos of the Trust
- Excellent communication skills
- A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation
- Ability to work well under pressure and in a calm, professional manner