

PERSON SPECIFICATION

POST: ATTENDANCE OFFICER – GRADE 7			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
A good understanding of business administration and several years' practical experience of administrative processes	To effectively undertake a range of administrative tasks	Now	5
English and Maths to GCSE Grade C or equivalent	To demonstrate a good level of numeracy and literacy	Now	5
Business Administration qualification to NVQ level 2 or equivalent	To provide the business knowledge and theoretical context for school administration	Desirable but not essential	3
Understanding/previous experience of managing attendance and school attendance procedures	To demonstrate ability to undertake the role	Desirable but not essential. Training in school-specific systems will be given	4
<u>MENTAL SKILLS</u>			
Ability to analyse and interpret a variety of data	To collate and prepare attendance reports and data for a variety of purposes as required, including information and statistics required by the Local Authority or central Government	Ability now - with training in specific systems	4

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<u>INTERPERSONAL & COMMUNICATION SKILLS</u> Ability to communicate effectively to a range of audiences, through good written and excellent oral communication skills	To discuss issues with parents/carers (sometimes in challenging circumstances) To maintain effective working relationships with colleagues and to liaise with outside agencies	Now	5
<u>PHYSICAL SKILLS</u> Keyboard skills	To use the attendance management computer package, and produce statistics and reports	Ability now	5
<u>INITIATIVE & INDEPENDENCE</u> Ability to work on own initiative and to plan and organise own workload	To work without close supervision and to make routine judgements and decisions without reference to manager	Now, with support	4
<u>PHYSICAL DEMANDS</u> N/A			
<u>MENTAL DEMANDS</u>			

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Ability to concentrate on detailed work for short/medium periods of time	To analyse data, produce statistical information etc	Now	4
Ability to deal with conflicting priorities and cope with pressure	To manage interruptions and to meet deadlines	Now	4
<u>EMOTIONAL DEMANDS</u>			
Occasional			
<u>RESPONSIBILITY FOR PEOPLE</u>			
Understanding of key safeguarding issues and procedures	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p>	Now – training given in specific school procedures	5
<u>RESPONSIBILITY FOR SUPERVISION</u>			
Supervisory skills and experience	To oversee the work of office staff	Desirable but not essential as support will be given	3
<u>FINANCIAL RESPONSIBILITY</u>			

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N/A			
<p><u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u></p> <p>Ability/experience in using school attendance management computer systems and general office packages (Word, Excel etc). To have a good understanding of BROMCOM.</p>	<p>To record/manage pupils' attendance To administer start and end of year processes on BROMCOM To produce reports, statistics etc</p>	<p>Essential</p>	<p>5</p>
<p>Understanding of confidentiality of data</p>	<p>To be responsible for confidential records containing pupils' personal information</p>	<p>Awareness now</p>	<p>5</p>