

PERSON SPECIFICATION

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| NAME: | |
| POST: | ATTENDANCE /ADMISSIONS ADMINISTRATOR |
| DURATION: | To cover Maternity Leave up to one year |
| GRADE: | Scale 2, Points 11 -13 |
| HOURS: | 20 hours per week, 8.30am to 12.30pm |
| ACCOUNTABLE TO: | Head teacher, Inclusion Manager, Admissions Officer |

(Your application must cover and evidence each point in regard to the following criteria)

| Education | |
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| Good level of literacy and numeracy skills, with qualifications to at least 'A' Level, NVQ Level 3, or equivalent. | Essential |
| Skills, Knowledge and Experience | |
| Previous experience of working in a school/education establishment | Essential |
| Experience of undertaking a range of clerical and administrative duties including data input and retrieval. | Essential |
| Work constructively as part of a team; understand school roles and responsibilities and your own position within these. | Essential |
| Ability to effectively use ICT packages and a working knowledge of a computerised information system, preferably SIMS | Essential |
| Exercise judgment in identifying information that should be treated confidentially. | Essential |
| An ability to assist in the production of accurate records and reports as required | Essential |
| Pro-active in helping and advising colleagues to ensure problems are resolved. | Essential |
| Knowledge of policies and procedures relating to the monitoring of attendance and punctuality | Essential |
| Develops and promotes positive relationships | Essential |
| Gives clear, accurate and complete information to other team members as needed for them to work effectively. | Essential |
| Ability to respond in a timely and professional manner to external correspondence by way of email and post. | Essential |

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| Ability to show sensitivity and objectivity in dealing with confidential issues | Essential |
| The ability to work independently and as part of a team | Essential |
| Conduct administrative duties effectively and in an organised manner, such as filing, photocopying, faxing etc. | Essential |
| Ability to communicate effectively both verbally and in writing, with members of the public, outside agencies, colleagues and pupils. | Essential |
| Flexible and adaptable approach to work | Essential |
| Ensure effective implementation of the school's equal opportunities and safeguarding policies in all areas of work. | Essential |
| Understand your responsibility to support the Safeguarding needs of children and vulnerable adults across the school; completing regular training and demonstrating ongoing understanding of good practice | Essential |
| Experience of supporting children and young people to find out about and use services and facilities. | Desirable |
| Providing support to senior management & external agencies/third parties | Desirable |
| An understanding of effective strategies for improving attendance and punctuality | Desirable |
| Personal Attributes | |
| Remain positive, friendly and calm even when under pressure | Essential |
| Exceptional communication and organisational skills | Essential |
| Ability to relate well to children and adults | Essential |
| To demonstrate the ability to work flexibly in a busy environment. | Essential |
| Ability to identify own training and development needs and co-operate with means to address these | Desirable |