

ATTENDANCE OFFICER - PERSON SPECIFICATION

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Education to GCSE standard with a minimum of 5 passes at GCSE (Grade 9 – 4 or equivalent qualifications). 	<ul style="list-style-type: none"> • Relevant advanced (Level 3) vocational qualifications (NVQ, BTec, 'A' Levels) • Higher education qualification
Experience	<ul style="list-style-type: none"> • Experience of working with young people • Experience of working in a school environment • Experience of administration 	<ul style="list-style-type: none"> • Experience of dealing with attendance in a school environment
ICT skills	<ul style="list-style-type: none"> • Ability to use computers, competent in using Microsoft Word and Google Docs 	<ul style="list-style-type: none"> • Some experience in Microsoft Excel • Knowledge of SIMS
Personal qualities	<ul style="list-style-type: none"> • Well organised and capable of showing attention to detail • Good interpersonal skills • Able to work under pressure • Able to work as part of a team • A commitment to quality and continuous improvement • Able to maintain confidentiality at all times 	<ul style="list-style-type: none"> • Full, clean driving licence and use of a vehicle
Communication skills	<ul style="list-style-type: none"> • Able to communicate effectively verbally and in writing 	<ul style="list-style-type: none"> • Competence in communicating using ICT (e.g. Powerpoint presentations, digital photography)
Development and training	<ul style="list-style-type: none"> • Willingness to undertake first aid training • Willingness to undertake further work-related training 	<ul style="list-style-type: none"> • Holds a first aid certificate • Evidence of continuing professional development

All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received.

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