



Administrative and Attendance Officer

CRITERIA	ESSENTIAL	DESIRABLE QUALITIES
Qualifications and training	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade C in English and Maths First aid training (or willingness to complete it) 	Administration qualifications
Experience	<ul style="list-style-type: none"> Carrying out administrative tasks within an office environment Dealing with face-to-face and telephone interactions Working and collaborating within a team 	<ul style="list-style-type: none"> Experience identifying interventions to raise attendance of pupils Attendance officer/ welfare experience Experience analysing attendance data and producing reports which show improved results over time. Experience working in a school environment or other educational setting Experience working directly with pupils and parents
Skills and knowledge	<ul style="list-style-type: none"> Good oral and written communication skills Ability to respond quickly and effectively to issues that arise Ability to plan, organise and prioritise to meet deadlines Ability to use own initiative and take action accordingly Excellent attention to detail Ability to use various school based IT packages including SIMS, word processing, spreadsheets and presentation software Ability to build effective working relationships with colleagues Understanding of data protection and confidentiality Understanding of safeguarding Good listening skills 	<ul style="list-style-type: none"> Good knowledge of interventions to raise attendance Knowledge of the potential barriers to high attendance that pupils may face Knowledge of health and safety regulations regarding public buildings.

Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Manages difficult situations effectively • Organised, proactive and self-motivated • Good time management skills • Committed to safeguarding, equality, diversity and inclusion • Flexible attitude to working demands and changes • Energy, enthusiasm and a good sense of humour! 	
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