



## Administrative and Attendance Officer

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

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