



Attendance Officer – Person Specification

Grade: ScP14 to ScP21 (£16,481 to £20,138 (pro-rated) (depending on experience)
Full-time, 32.50 hours per week - term-time

Responsible to: the Headteacher

Nature of Knowledge required

- Previous experience of working in an education environment.
- High level ICT knowledge, ideally including CAPITA SIMS products, e.g. Attendance software
- Ability to deal with a wide variety of people.

Qualifications/Experience required

- A good general education
- Previous work record working with confidential material
- Experience of SIMS
- Experience of working in a demanding working environment.
- Interpersonal and negotiation skills, experience of confrontational situations with members of public, etc.

Skills required

- Highly developed ICT skills.
- Able to demonstrate successful working relationships with people at all levels
- Excellent interpersonal and communication skills
- Effective decision making
- Proactive approach
- Ability to prioritise, be organised and efficient.
- Ability to work unsupervised/under pressure and use own initiative whilst remaining calm.
- Assertive when necessary.
- Aware of confidentiality.
- Tact and discretion to deal with pupils, students, parents, members of public, etc.
- Initiative – flexibility and adaptability

The school operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disbarring and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment