

St Richard's Catholic College

PERSON SPECIFICATION

Attendance Officer



	Essential criteria	Desirable criteria
Qualifications	<ul style="list-style-type: none"> English and mathematics GCSE (or equivalent) at Grade C(4) or above. 	
Experience	<ul style="list-style-type: none"> Experience of working with SIMS or a similar data management system. Experience of using word processing, spreadsheets, database and IT packages. Experience of working in an admin/office based role. 	<ul style="list-style-type: none"> Experience of working in a school environment. Experience of working with young people and parents.
Knowledge and Skills	<ul style="list-style-type: none"> Highly competent in the use of ICT – especially Excel, Word and Publisher. Excellent communication skills, both written and oral Excellent administrative and organisational skills. Extremely organised and able to meet deadlines to agreed quality standards. Understand the importance of confidentiality and discretion. 	<ul style="list-style-type: none"> Understand current legislation around attendance procedures for schools. Ability to work with different agencies to improve pupil attendance. Minimum 55-wpm typing speed.
Personal Attributes	<ul style="list-style-type: none"> Motivated, enthusiastic and flexible. Friendly, helpful, welcoming. Excellent interpersonal skills. A desire to develop yourself and those around you as individuals. Ability to work under pressure. Excellent record of attendance. Accurate with good attention to detail. 	<ul style="list-style-type: none"> Capacity to take on additional hours in busy periods.