



Attendance Assistant - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	A good standard of education including literacy and numeracy at level 2 (or equivalent) or above.	✓		A
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	✓		A
	Knowledge of databases and the ability to learn how to use new systems to record and manipulate data.	✓		A & I
	Previous experience of working in a role which requires a high level of attention to detail.	✓		A & I
	Experience of working confidentially, in line with data protection requirements.	✓		A & I
	Relevant Level 3 Qualification (or equivalent).		✓	A
	Previous relevant experience of working with young people and families to manage sensitive issues in an education environment		✓	A, I
Personal and interpersonal	Supporting & Co-operating - Working with people Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight.	✓		I
	Interacting & Presenting - Relating and Networking Establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; manages conflict; uses humour appropriately to enhance relationships with others.	✓		I
	Organising & Executing - Delivering results and meeting customer expectations focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves goals.	✓		I
	Organising & Executing - Following instructions and procedures Appropriately follows instructions from others without unnecessary challenge; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.	✓		I
	Adapting and Coping - Coping with pressures and setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; responds well to feedback and learns from it.	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

* A = application, C = clearances, I = interview, T = task