



Attendance Manager (The Hub School) - Person Specification

		Evidence	Scoring Method
Qualifications and experience	A good standard of Education, including Literacy and Numeracy at level 2 or above (or equivalent)	A	Pass/Fail
	Relevant Level 3 qualification or above (or equivalent)	A	Pass/Fail
	Demonstrable experience of working in a similar role or ability to demonstrate high levels of transferrable skills	A/I	Numerical Scale
	Experience of managing, leading and developing teams, fostering a culture of ethical leadership, whilst having high expectations to assist continuous improvement	A/I	Numerical Scale
	Experience of working in the education sector is desirable	A/I	Numerical Scale
	Experience of financial responsibility and budget management is desirable	A/I	Numerical Scale
Knowledge and skills	Has well-developed ICT skills including a good working knowledge of School Management Information Systems, alongside Microsoft 365 Applications i.e. Word, Excel, Outlook, Teams etc	A/I	Numerical Scale
	Ability to use relevant computerised systems and databases to record and manipulate data with the ability to learn how to use new systems quickly, interpret data and apply high level data analysis and statistics skills	A/I	Numerical Scale
	Ability to communicate effectively in a variety of written and verbal formats with a wide range of people – relevant to the audience and purpose.	A/I	Numerical Scale
	Ability to work independently interpreting and applying relevant guidance, policies and procedures	A/I	Numerical Scale
Values and behaviours	Kindness Acts with patience, respect, generosity and forgiveness. Acts with compassion and care, listens and sees the person behind the role. Focuses on relational practice; builds trust and rapport with others by empowering and elevating them.	I	Numerical Scale
	Trust Acts in a reliable, consistent, credible, honest, humble, courageous manner. Manages emotions and helps others to do the same. Keeps promises and does what they say they will.	I	Numerical scale
	Service Puts themselves in the service of others. Reduces stress and anxiety in the organisation by modelling calm and considerate behaviour. behaves in a dutiful way, demonstrating humility and self-control. Removes barriers to enable others to do their jobs well	I	Numerical scale
	Justice Does what is right, rather than what is popular or easy. Lives our sense of purpose and values in the way they behave, make decisions and communicate. Applies rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. Values difference and encouraging others to behave responsibly and with moral purpose.	I	Numerical scale
	Optimism Believes in their own ability, and the ability of others. Calls out negativity, cynicism and dishonesty. Remains positive and encouraging, helping others to overcome challenges and celebrating their success.	I	Numerical scale

A = Application (inc. supporting letter), I = assessed during Interview Day(s)

TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.