



SCHOOL ATTENDANCE MANAGER
Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
LEGAL REQUIREMENTS	Enhanced DBS Clearance Unreserved endorsement of your suitability to work with children	
QUALIFICATIONS Principally assessed through letter and application form	Secondary Education Minimum of Level 2 (GCSE Grade C+) qualifications in 5 subjects including English. Full UK Driving Licence	Level 3 qualifications "First Aid at Work" certificate EH Training Counselling Level 2 Child Protection level 1
EXPERIENCE, KNOWLEDGE and PROFESSIONAL COMPETENCE Principally assessed through letter, application form and lesson observation	Excellent organisational skills together with the ability to meet deadlines. Excellent Interpersonal Skills Experience of working with young people aged 11-18 Experience of working with confidential data. Confident ICT skills	Ability to use Microsoft Office packages, with the ability to adapt readily to new software Knowledge of Class charts/SIMS
COMMUNICATIONS Principally assessed through letter and interview process	Have excellent written and verbal communication skills	
PERSONAL ATTRIBUTES Principally assessed through references, letter and interview process	To be committed to safeguarding and promoting the welfare of children and young people Interpersonal skills that equip the appointee to relate effectively to members of staff, students and parents Ability to work under pressure, accurately and meet deadlines Ability to prioritise Ability to manage a range of priorities and prioritise responses Flexibility and willingness to be involved in the school Committed to continuing to learn through professional development Helpful telephone manner Be an effective role model through presentation and personal conduct Enthusiasm, energy, vigour, reliability and integrity	