



**The Brakenhale School Person Specification**  
**Job Title: Attendance Administrator**

Key Criteria	Essential	Desirable
Qualifications and Training	GCSE or equivalent Good literacy and numeracy skills	A Level or equivalent
Experience	Knowledge of using IT systems and packages, in particular Microsoft Office  Experience of working in an office environment  Using manual and computerised systems  Experience of SIMs	Experience of working in a school's environment
Professional skills and abilities	Computer literate with a working knowledge of Microsoft Office package  Office systems and procedures  Ability to work effectively as part of a team or as an individual  Ability to prioritise workloads and have excellent time management and organisational skills  Ability to monitor, control and keep records according to the requirements of the school  Excellent interpersonal and communication skills  Ability to establish positive relationships with staff members at all levels  Be confident in the use of email and database programs  Able to work effectively with, and command the confidence and respect of, students, parents, teaching staff, senior managers within the school as well as with colleagues in external agencies	Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
Personal Qualities	Knowledgeable and highly competent  Punctual  Approachable and empathetic	Quick to adapt and take on new initiatives  Willing to undertake further training which may be required

	<p>Excellent attention to detail</p> <p>Flexible and enthusiastic</p> <p>Ability to be self-motivating</p> <p>Resourceful, creative and enthusiastic</p> <p>Comfortable and confident in engaging with sensitive students issues</p> <p>Ability to adapt quickly to changes in requirements</p> <p>Ability to take instruction</p> <p>Ability to multi task</p> <p>Willingness to deliver and to be involved in extra-curricular activities</p> <p>Excellent organisational and time-management skills</p> <p>Perseverance</p>	
Work related personal requirements	<p>Committed to equality of opportunity</p> <p>Ability to maintain <b>strict</b> confidentiality of information received and processed as part of the job role</p> <p>Able to focus on solutions rather than problems</p> <p>Able to take a whole school perspective on issues</p> <p>Smart and presentable</p> <p>Professional attitude at all times</p>	
Other work requirements	<p>Ability to meet physical/social/emotional needs of students</p> <p>Participate in training and development opportunities</p> <p>Must be open to coaching and mentoring</p> <p>Suitable to work with children</p>	