ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

PERSON SPECIFICATION

JOB TITLE: Attendance Officer

REFERENCE: AAAE5126EPCHS

GRADE: 3

RESPONSIBLE TO: Curriculum Support Manager

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		Good general education: Minimum, 5 GCSEs grade A* - C, including English and Mathematics.	Application Interview
Experience	Administrative experience in a School Working with young people in a previous role, either voluntary or paid	Administrative experience in a busy office environment	Application Interview
Job Related Knowledge	Schools MIS systems, particularly attendance	Excellent working knowledge of computer software with particular emphasis on Word and Excel Willingness to undertake First Aid Training	Application Interview
Personal qualities, skills and aptitudes	Show an enthusiastic approach to work along with a cheerful attitude and a good sense of humour. Have a genuine interest in the education and well-being of young people. Excellent organisational skills, ability to work in an organised and methodical manner. A steady and methodical approach to duties, however with the flexibility to adjust to the demands of a busy office and an ability to prioritise in order to meet deadlines and see tasks through to completion. Confidence to take responsibility for own workload, working both independently and as part of the office team. Show excellent attention to detail, working neatly and accurately to produce quality results. An aptitude to learn quickly and adapt easily to new systems.		Application Interview

	Excellent interpersonal skills, have a sympathetic but firm manner and ability to communicate well with students, teachers and parents An innovative and pro-active approach to work, confident to suggest and try alternative ways of working in order to improve the service. Reliable, flexible and willing to take on a range of administrative tasks to support the team as required. Flexibility to work additional hours with notice, should the need arise	

Cheshire West & Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.