



## Admissions & Attendance Officer Person Specification



General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of general administrative work Completion of the DCSF induction programme Educated to NVQ level 2
	Knowledge of relevant policies and procedures	Good knowledge of school policies and procedures
	Literacy	Good use of English, both written and verbal (GCSE/NVQ level 2 in English or equivalent)
	Numeracy	Good use of numbers for calculations (GCSE/NVQ level 2 in Maths or equivalent)
	Technology	Excellent knowledge of SIMs and appropriate range of financial and administrative IT packages (i.e. ParentMail Tucasi). Ability to use photocopier and basic office technology.
<b>Communication</b>	Written	Ability to complete basic forms and returns.
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes.
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy, as required.
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team.
	Information	Ability to provide timely and accurate information Contribute to the development and implementation of effective systems to share and safeguard information.
<b>Responsibilities</b>	Organisational skills	Good organisational skills and ability to remain calm under pressure.
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate a creative approach to work, as required by role.
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures, as required
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role