**NORTH KESTEVEN ACADEMY- PERSON SPECIFICATION & ASSESSMENT CRITERIA **

**Post: ATTENDANCE OFFICER**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment Method** |
| **EDUCATION & QUALIFICATIONS** |  |  |  |
| GCSE Maths & English 4-9 (A-C) grade **or** equivalent | **X** |  | **A/C** |
| Qualification/current working knowledge of all aspects of MS Office | **X** |  | **A/C/T** |
| Knowledge of Bromcom |  | **X** | **A/I/R** |
| Degree level qualification in a relevant field |  | **X** | **A/C/I** |
| Any other relevant qualification |  | **X** | **A/C** |
| **KNOWLEDGE & EXPERIENCE** |  |  |  |
| Knowledge and experience of statutory requirements in relation to attendance | **X** |  | **A/I** |
| Knowledge and experience of current attendance legislation | **X** |  | **A/I** |
| Current working knowledge of education based management information systems, e.g. SIMS, Go4 Schools | **X** |  |  |
| Experience of an educational setting | **X** |  | **A/I/R** |
| Experience of working with young people | **X** |  | **A/I/R** |
| Experience in working with a range of different stakeholders | **X** |  | **A/I/R** |
| Knowledge of safeguarding and child protection procedures | **X** |  | **A/I/R** |
| **PROFESSIONAL SKILLS & ABILITIES** |  |  |  |
| Excellent communication skills | **X** |  | **A/I** |
| Demonstrable ability to prioritise effectively | **X** |  | **A/I/T** |
| Excellent interpersonal skills including the ability to resolve conflict and deal with difficult situations | **X** |  | **A/I/R** |
| Ability to work flexibly and to undertake tasks outside of the usual parameters of the post when required | **X** |  | **A/I/R** |
| Ability to use own initiative to resolve a problem when working alone | **X** |  | **A/I/R/T** |
| High degree of accuracy and good attention to detail evident in tasks undertaken | **X** |  | **A/I/T** |
| PERSONAL SKILLS AND ABILITIES |  |  |  |
| Ability to develop positive relationships with a range of different people | **X** |  | **A/I** |
| Ability to work on own initiative within a supportive environment | **X** |  | **A/I** |
| Ability to remain calm and unflustered under pressure | **X** |  | **A/I** |

**Key:**

**A – Application I-Interview C- Certificate T –Task R- References**