



Garlinge Primary School and Nursery

Person Specification for Attendance Officer

Qualifications	<p>NVQ Level 2/3 or equivalent</p> <p>Minimum of 5 GCSEs at Grade C or above, including English and Maths, or equivalent</p>
Experience	<p>Experience of working in an office environment is essential</p> <p>Experience of working with young people and their families is desirable</p> <p>Experience of using SIMS.net is desirable</p>
Skills and Abilities	<p>Work in an organised and methodical manner and maintain accurate records</p> <p>Develop and maintain effective computerised and manual filing systems</p> <p>Take a proactive approach to tracking action points from meetings and correspondence, in liaison with managers and teams concerned, providing effective administrative support</p> <p>Convey information clearly and accurately orally and in writing to a range of people</p> <p>Supervisory skills</p> <p>Forward plan, prioritise and meet deadlines</p> <p>Able to investigate complex queries and anomalies when required</p> <p>Able to produce a range of documents and reports using Windows package, Excel spreadsheets and school database functions</p> <p>Take personal responsibility for organising day to day workload</p> <p>Work effectively and supportively as a member of the school team</p> <p>Use own initiative to solve problems and respond proactively to unexpected situations</p>
Knowledge	<p>Demonstrate a basic understanding of the work of a school</p> <p>Demonstrate a good understanding of the application of the school's Attendance Policy</p> <p>Good knowledge and proficiency in a range of computer applications – including Word, Excel, Powerpoint, Outlook, SIMS</p> <p>Demonstrate an understanding of confidentiality, data protection and safeguarding legislation</p>