

Person specification for Attendance Officer/Executive Assistant at Bysing Wood Primary School – December 2022

Essential	Desirable	Potential Evidence
Qualifications <ul style="list-style-type: none"> GCSE English and Maths Grade C or better 	<ul style="list-style-type: none"> Academic qualifications higher than GCSE Current First Aid training 	Application form Selection day tasks
Experience <ul style="list-style-type: none"> Experience of working in a public facing environment and of having difficult conversations. 	<ul style="list-style-type: none"> Using a management information system to maintain accurate records Producing promotional materials and circulating using a range of traditional and electronic methods Interpreting externally produced guidelines and regulations 	Application form Interview Selection day tasks
Knowledge/Skills/Attributes <ul style="list-style-type: none"> Adaptable Proactive Resilient Able to cope with stressful/conflict situations. Comfortable working as part of a team and alone Effective communicator with a range of audiences Able to independently identify priorities and manage workload 	<ul style="list-style-type: none"> Non-academic expertise or enthusiasm that could be used to enrich the curriculum or after school provision. E.g. music, art, drama, sport, computing etc Having understanding of safeguarding, health & safety and confidentiality in a school setting 	Application form Interview Selection day tasks

Evidence may be required to validate statements provided