[](http://www.google.co.uk/imgres?imgurl=http://www.tkat.org/images/logo.png&imgrefurl=http://www.tkat.org/&h=90&w=206&tbnid=jBH5VYT3pfxVTM:&zoom=1&q=tkat&docid=nvWOF5Nph4QFDM&ei=GHbOU4TlPIiZ0QWUzoHYBA&tbm=isch&ved=0CCEQMygAMAA&iact=rc&uact=3&dur=900&page=1&start=0&ndsp=31)Drapers Mills Primary Academy

ATTENDANCE/ADMISSION/ADMINISTRATOR OFFICE PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential characteristics | Desirable Characteristics | Means of Assessment |
| QUALIFICATIONS | * At least Grade B GCSE or equivalent in English and Mathematics | * An ability to touch type * Administrative Qualifications * SIMS Qualifications * First Aid Certificate | * Application form * Interview * Certificates of qualification |
| PERSONAL QUALITIES | * Strong work ethic and capacity for hard work * Ability to relate well with colleagues/students/parents and members of the public * A professional manner * Ability to work as part of a team * Flexibility in approach to completion of work * Ability to prioritise work under pressure and remain organised * Ability to meet strict deadlines * Awareness of legislation relating to school attendance * Confidence to challenge difficult behaviour * Confidence to challenge other professionals * Ability to work closely with Education Welfare Officer | * Ability to prepare and write reports and produce factual and statistical information as required * Knowledge of the education system | * Application form * Interview * References |
| KNOWLEDGE AND SKILLS | * Excellent interpersonal and organisational skills * Knowledge of SIMS (Schools Information Management System) * Experience of working in an educational setting * Attention to detail and a good level of numeracy * Strong ICT skills, including the use of spreadsheets | * Experience in working within statutory/voluntary agencies dealing with children and families * Delivery of education packages | * Application for * Interview * References |
| SPECIAL REQUIREMENTS | * No adverse criminal record * Flexibility in work pattern may be required occasionally * Full driving licence and visits to families may be required occasionally |  | * Certificate of Enhanced DBS * Application form * Interview * References |
| EXPERIENCE AND TRAINING | * Willingness to undertake appropriate training and professional development |  |  |

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this role. Thank you