

Person Specification: Admissions & Attendance Officer

We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Criteria	Essential	Desirable
Qualifications		
GCSE or equivalent in English and mathematics	✓	
Qualification that is relevant to the role		✓
Demonstration of an ongoing commitment to your own professional development	✓	
Experience		
Experience of working within an office environment	✓	
Experience of working within a school setting		✓
Experience of school admissions and/or attendance		✓
Experience of working in a team	✓	
Professional Knowledge and Understanding		
Ability to maintain management information systems	✓	
Experience of using desk top publishing, databases, spreadsheets and general word processing programmes	✓	
Experience of using IT to produce a range of documentation	✓	
Professional Skills and Abilities		
Ability to communicate effectively and sensitively with colleagues, pupils, parents and governors	✓	
Ability to work as part of a team and independently	✓	
Ability to prioritise workload and work to deadlines	✓	
Excellent organisational and time management skills	✓	
An understanding of the importance confidentiality	✓	
Personal Qualities		
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
A personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.