



## PERSON SPECIFICATION

### Apprentice Attendance And Administrative Support Officer

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs (incl. Maths and English Grade 4 (or equivalent))	E	✓	
2.	Post 16 Qualifications i.e. BTEC or A-Levels	D	✓	
3.	Evidence of continuing professional development and training	D	✓	✓
<b>EXPERIENCE</b>				
4.	Experience of working in the education sector or with young people in another setting	D	✓	✓
5.	Experience of completing tasks within tight deadlines	D	✓	✓
6.	Experience of managing multiple demands within a busy working environment	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7.	Excellent written and spoken communication	E	✓	✓
8.	Excellent time management, with the ability to prioritise and organise work effectively and efficiently	E	✓	✓
9.	Ability to demonstrate tact, sensitivity and discretion	E	✓	✓
10.	Good ICT and record keeping skills	E	✓	✓
11.	Ability to plan and develop effective working systems	E	✓	✓

12.	The ability to form and maintain appropriate and positive relationships with students and adults	E	✓	✓
13.	Ability to maintain strict confidentiality in all matters	E	✓	✓
<b>PERSONAL QUALITIES</b>				
14.	An engaging manner both in person and over the telephone, able to confidently engage with new people and build a rapport	E	✓	✓
15.	A strong commitment to both the school/Trust values and ethos, plus own professional conduct and ethics	E	✓	✓
16.	Commitment to support the school/Trust's agenda for safeguarding and equality and diversity	E	✓	✓
17.	High attention to detail within all areas of work	E	✓	✓
18.	Deal with all stakeholders both positively and pragmatically	E	✓	✓
19.	A firm commitment to continuing professional development	E	✓	✓