

School Office and Attendance Manager

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) • GCSE or equivalent level, including at least a Grade C in English and maths
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team • Experience working in a school environment or other educational setting • Experience identifying interventions to raise attendance of pupils • Experience working directly with pupils and parents • Experience working collaboratively with colleagues • Attendance officer experience • Experience analysing attendance data and producing reports which show improved result over time.
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use various school based IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding • Good listening skills • Excellent knowledge of interventions to raise attendance • Knowledge of the potential barriers to high attendance that pupils may face • Ability to tailor interventions to individual pupils • Ability to use IT systems and to conduct analysis and produce reports • Ability to create good relationships with pupils, staff and parents

Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Willingness to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills • Committed to safeguarding, equality, diversity and inclusion
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