

Person Specification

Post: Attendance Officer

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 or above in English and mathematics (or equivalent) NVQ Level 2 or equivalent 	<ul style="list-style-type: none"> Relevant further or higher education / training 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Working in a similar role or in an administrative / office-based role Use of data management system/s e.g. SIMS 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working in a school Working with families Providing administrative support to senior managers Leading a team 	<ul style="list-style-type: none"> Application Interview
Knowledge and skills	<ul style="list-style-type: none"> Analytical thinker Efficient administrator Prioritise and work to deadlines Maintain high levels of accuracy Strong organisational skills Effective communication Maintain confidentiality and discretion at all times Commitment to safeguarding Microsoft Office, especially Excel, Outlook and Word 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Current school attendance legalisation and guidance Work with different agencies to improve student attendance Motivate and supervise others 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Mission-aligned Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to give, receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 	<ul style="list-style-type: none"> Willingness to offer extra-curricular provision 	<ul style="list-style-type: none"> Application Interview References