

Person Specification

Post: Attendance Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Grade C or above in GCSE English and mathematics • 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 • References
Knowledge and skills	<ul style="list-style-type: none"> • Microsoft Office, especially Excel and Word • 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 	<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