



Dereham Church of England Junior Academy Person Specification – Attendance Officer and Admin Support		
Post: Attendance Officer and Admin Support	Pay Scale: Scale D – Point 5 and 6	
Qualifications	Essential	Desirable
English and Maths to the equivalent of a Grade C or above		X
Strong Literacy skills which enable the person to be able to write effectively to a range of audiences	X	
Strong basic computing skills	X	
All applicants will need to undertake an enhanced DBS check as well as completing additional safeguarding checks	X	
Experience	Essential	Desirable
Experience of using Management Information Systems		X
An understanding of school attendance or experience of working within a school office		X
Administrative experience	X	
Experience of working with a range of stakeholders on the phone, in writing and in person		X
Experience of analysing data/information and producing/sharing reports to summarise findings		X
Knowledge	Essential	Desirable
Demonstrate an understanding of issues that may affect a pupil's ability to attend school		X
Knowledge of GDPR and regulations around this		X
Knowledge of the importance of safeguarding children and how attendance plays a key role in supporting this		X
Skills	Essential	Desirable
Effective communication skills with a range of stakeholders including but not limited to parents, school staff, local authority attendance officers and governors	X	
Strong organisational skills and the ability to work methodically when required	X	
An understanding and commitment to maintaining confidentiality	X	
Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups	X	
Effective time management skills and the ability to meet deadlines set	X	
Demonstrate an ability to cope with stressful/conflict situations	X	
Ability to effectively work alone as well as part of a team	X	
Effective listening skills and confident to ask questions if you are unsure about something	X	
Process and input data accurately providing good attention to detail	X	
Administer First Aid/medication (training provided)		X