



HOLY CROSS CATHOLIC HIGH SCHOOL



PERSON SPECIFICATION – ATTENDANCE MANAGER

The Governing Body is seeking to appoint a person who possesses the following qualities and skills:

Minimum Requirements		
1. Qualifications		
1.1	GCSE Grade C or above in English and Maths (or equivalent)	Essential
1.2	A minimum of Maths and English at A-Level or equivalent	Desirable
1.3	Safeguarding training or a willingness to complete safeguarding training	Essential
2. Skills and Knowledge		
2.1	The ability to interact positively with staff, parents, pupils, external agencies and members of the public	Essential
2.2	Problem-solving skills	Essential
2.3	The ability to pay attention to detail	Essential
2.4	Strong written and verbal communication skills	Essential
2.5	Knowledge of data protection regulations	Essential
2.6	The ability to read and compile statistical data	Essential
2.7	Proficiency in using ICT equipment and software.	Desirable
3. Experience		
3.1	Working as part of a team	Essential
3.2	Working with children and/or young people	Essential
3.3	Working within a school environment	Desirable
3.4	Administration	Essential
3.5	Statistical Handling	Desirable
3.6	Working in a role with leadership responsibilities	Desirable
3.7	Working in attendance related role	Desirable
4. Personal Qualities		
4.1	High expectations of self and professional standards	Essential
4.2	The ability to work as both part of a team and independently	Essential
4.3	The ability to maintain successful working relationships with colleagues	Essential
4.4	The ability to relate to children and/or young people	Essential
<p>Note: We will always consider your references before confirming a job offer in writing The successful applicant will be subject to an Enhanced DBS disclosure</p>		