

**Great Academy Ashton
Person Specification
Attendance Manager**

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
1. Educational Standard/Qualifications		
<ul style="list-style-type: none"> 5+ GCSE passes or equivalent including English and Maths 	Essential	Application form and evidence of qualifications
2. Experience		
<ul style="list-style-type: none"> Experienced in the use of IT, Attendance administration, entries and management 	Essential	Application form / Interview
<ul style="list-style-type: none"> Experience of management in a school setting 	Essential	Application form / Interview
3. Personal Qualities / Skills		
<ul style="list-style-type: none"> A polite and friendly manner, with excellent communication skills 	<i>Essential</i>	<i>Application form/Interview</i>
<ul style="list-style-type: none"> Ability to communicate effectively at all levels, including senior staff, teachers, support staff and external partners 	<i>Essential</i>	<i>Application form /Interview</i>
<ul style="list-style-type: none"> Excellent customer service skills 	<i>Essential</i>	<i>Application form /Interview</i>
<ul style="list-style-type: none"> Ability to maintain accurate records 	<i>Essential</i>	<i>Application form /Interview</i>
<ul style="list-style-type: none"> Well organised and able to prioritise a busy workload 	<i>Essential</i>	<i>Application form/Interview</i>
<ul style="list-style-type: none"> Ability to remain calm under pressure and deal with several situations at once 	<i>Essential</i>	<i>Application form/Interview</i>
<ul style="list-style-type: none"> An ability to maintain all necessary confidentiality 	<i>Essential</i>	<i>Application form/Interview</i>
<ul style="list-style-type: none"> To be able to work as part of a team 	<i>Essential</i>	<i>Application form/Interview</i>
<ul style="list-style-type: none"> Ability to communicate with parents and students 	<i>Essential</i>	<i>Application form/Interview</i>

4. Knowledge

<ul style="list-style-type: none">• Knowledge of school data systems e.g. Bromcom	Essential	Application form /Interview
<ul style="list-style-type: none">• Knowledge of all attendance regulations	Essential	Application form /Interview

5. Commitment and Behaviours

<ul style="list-style-type: none">• Commitment to the Academy ethos	Essential	Interview
<ul style="list-style-type: none">• Commitment to equal opportunities, inclusion & Health & Safety policies, all academy policies in practice	Essential	Interview
<ul style="list-style-type: none">• Willingness to keep up to date with current relevant legislation and policy including undertaking any relevant CPD	Essential	Interview