

Alt Bridge School
Person specification – Attendance Manager

Criteria		Method of assessment
Qualifications	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills equivalent to NVQ Level 2 in English and Maths or Grade C in GCSE • Relevant ICT qualification or equivalent • 	App/Int
Skills and Competencies	<ul style="list-style-type: none"> • Ability to analyse and interpret large volumes of data • Knowledge and understanding of the SIMS database • Ability to develop effective relationships with students, parents/carers, colleagues and external agencies • Excellent communication skills, written and verbal- able to deal with a variety of stakeholders, including students, sensitively, empathetically and, when necessary, assertively. • Ability to work on own initiative and to a high degree of accuracy • Organisational skills and the ability to prioritise workload • Ability to respect matters of confidentiality • Understanding of safeguarding and promoting the welfare of young people • 	App/ Int
Experience	<ul style="list-style-type: none"> • Experience of working with challenging young people in a school setting • Evidence of collating and analysing data and producing reports • Experience using SIMS or similar databases to extract and analyse information, providing reports to inform Leadership Team. • 	App/ Int
Personal qualities	<ul style="list-style-type: none"> • Approachable, courteous and able to present a positive image of the school at all times. • Ability to exercise high levels of tact and diplomacy • Ability to work as part of a team, flexible, dependable and loyal. • Ability to drive and have clean driving licence. • Ability to demonstrate effective listening skills • Willingness to undertake applicable training relating to the post. • 	App/ Int

App- Application form Int- Interview

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months. Having a criminal record will not necessarily prevent you from being appointed to the post

Alt Bridge School
Person specification – Attendance Manager