Coastal Learning PARTNERSHIP

Person Specification: **Attendance Admin Officer**

Criteria	Essential	Desirable
Qualifications:	▪ Be numerate and accurate ▪ Have excellent communication skills, both verbal and written ▪ To embark on any relevant professional development that will assist with the role	▪ English and Maths to GCSE or beyond ▪ Specific secretarial or qualifications in administration
Experience:	▪ Worked in an admin environment Experience of working successfully and co-operating as a member of a team	▪ Worked in a school office environment ▪ First Aid qualified
Professional values:	▪ Be able to establish and maintain good professional relationships with pupils, parents and colleagues ▪ Adopt a flexible approach to working ▪ Be committed to school improvement ▪ Have the ambition and drive for your own professional development	
Knowledge, skills & abilities	▪ Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion ▪ Be confident in the use of Excel, Word, email and database programs ▪ Promote the school's aims positively ▪ Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors ▪ Promote a positive working environment Be able to prioritise workloads; have excellent time management and organisational skills ▪ Be able to work under pressure and meet deadlines ▪ Produce accurate work ▪ Be able to use initiative	▪ Knowledge of working with databases, school management databases ▪ A degree of flexibility and willingness to train in new programmes/software ▪ Up-to-date fire marshall training

The post holder may be required to travel to other local sites, including other CLP schools.