Silver Springs Academy - Person Specification

Title: Attendance Administrator

CRITERIA	CATEGORY	METHOD OF ASSESSMENT

1. Educational Standard/Qualifications

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
• Numeracy / literacy skills to level 2 for drafting letters and other communications and for producing reports	Essential	Application, evidence of qualification and assessment exercise

2. Experience

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
• Experience of working in an administrative role with multiple demands	Essential	Application / Interview
• Experience of working in an administrative role which includes contact with a range of customers/clients	Essential	Application / Interview
• Experience of working in an educational setting with young people, parents and families	Desirable	Application / Interview
• Experience of working with various IT systems	Essential	Application / Interview
• Experience of using Bromcom	Desirable	Application / Interview

3. Personal Qualities / Skills

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
• Ability to maintain strict confidentiality and be discreet at all times	Essential	Application /interview
• Ability to communicate effectively and clearly with staff, students, parents and external contacts	Essential	Application / interview
• Ability to use IT systems to accurately record information, review and monitor data and produce reports	Essential	Application / interview / assessment exercise
• Ability to work accurately and pay attention to detail	Essential	Application / interview / assessment exercise
• Ability to prioritise a busy and varied workload	Essential	Application / interview
• Ability to be flexible and adaptable in your approach	Essential	Application / interview

4. Knowledge

• Knowledge of data protection and the need to maintain confidentiality	Essential	Application / Interview
• Knowledge of Microsoft Office	Essential	Application / interview
• Knowledge of safeguarding	Desirable	Application / Interview

5. Commitment and Behaviours

• Commitment to the Silver Springs Academy ethos	Essential	Interview
• Commitment to equal opportunities	Essential	Interview
• Commitment to safeguarding	Essential	Interview

For Information:

Essential: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

Desirable: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc