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# PASTORAL AND ATTENDANCE ADMINISTRATOR

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| **AREA** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Education & Training** | * Maths and English GCSE (A-C or 9-5) or equivalent (Level 2 standard of education in Maths and English) | * ECDL (European Computer Driving Licence) or equivalent IT qualification * Continued Professional Development * At least 2 A Levels, or equivalent | Letter of Application /  References |
| **Experience** | * Working to deadlines * Working independently, and as part of a team * Keeping accurate records * Working to a calendar of scheduled deadlines | * Working in a school admin-based environment. | Letter of Application /  Interview |
| **Skills & Knowledge** | * High level of communication / interpersonal skills, and a good telephone manner * High standard of accuracy and attention to detail * Ability to use Microsoft Office applications * Ability to remain calm during busy / pressurised periods * Awareness and understanding of safeguarding and the protection of children and young people * Experience and understanding of confidentiality * Ability to communicate at all levels, and interact with pupils, parents and all staff | * Ability to adapt ICT skills and learn new applications * Excellent telephone manner * Knowledge of SIMS (School Information Management System) * Knowledge of Classcharts * Capacity to seek and analyse relevant data | Letter of Application /  Interview /  References |
| **Personal Qualities** | * Ability to work cohesively within a team, also able to work independently when required * Interested, and a desire to be involved, in the education/ development of our pupils * Understanding of the importance of maintaining confidentiality * Ability to prioritise and use initiative * Ability to work flexibly and methodically * Common sense * Enthusiasm and self-motivation * Reliable and responsible | * Flexibility and willingness to help other admin team members during periods of high workload * Proactive work ethos * Sense of humour * Desire to participate in the school hours system | Interview /  References |