

The Cavendish School

Attendance Officer Person Specification

	Essential	Desired	Evidence
1. Qualifications	<input type="checkbox"/> A good general GCSE education to include pass grades at English and Maths	<input type="checkbox"/> Computer skills courses	Application form
2. Experience	<input type="checkbox"/> Previous extensive experience in an Administrative post	<input type="checkbox"/> Previous school experience	Application form and references
3. Knowledge	<input type="checkbox"/> Excellent computer skills, including knowledge of Microsoft products, particularly Excel, and Word including mail merge. <input type="checkbox"/> An understanding of the educational world	<input type="checkbox"/> Knowledge of the school office data management <input type="checkbox"/> Knowledge of SIMS	Interview, interview task
4. Skills	<input type="checkbox"/> The ability to work under pressure with limited supervision <input type="checkbox"/> Taking active responsibility for own workload <input type="checkbox"/> The ability to communicate to all levels in the school environment <input type="checkbox"/> Sound organisational skills <input type="checkbox"/> Accurate data entry	<input type="checkbox"/> Advanced skills in MS Word & Excel	References, interview and task