

Ysgol John Bright

Attendance/Admin Officer

Person Specification



	Essential	Desirable
Qualifications	Minimum of 5 GCSEs including English and Maths or relevant equivalent qualifications or experience.	Educated to A level standard or equivalent Experience of working in a school environment
Experience of	Working with, or caring for, children and young people	Understanding of student attendance within SIMS/Lesson monitor
Professional knowledge and understanding	Excellent ICT skills Use of other equipment technology Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate to children and adults An ability to apply policy and procedures Work constructively and flexibly as part of a team.	Understanding of relevant policies/codes of practice and awareness of relevant legislation Hold a current First Aid qualification Experience of promoting ALN and inclusion An understanding of safeguarding Ability to communicate in Welsh
Personal and Professional Attributes	An ability to take initiative when appropriate and work independently Commitment and enthusiasm Empathy with young people Excellent attendance and punctuality Excellent oral, communication and written skills Initiative Sense of humour Presence and approachability Good organisational and time management skills	Good numeracy/literacy skills