

MALBANK SCHOOL AND SIXTH FORM COLLEGE

PERSON SPECIFICATION

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Attendance Officer

REF:

GRADE: 5

Attribute	Essential	Desirable	Evidence
Qualifications	Relevant NVQ3 or equivalent standard High level literacy, numeracy and ICT skills		Application form
Experience	Ability to work independently Excellent IT skills – a capable user of office systems (SIMS, word, excel etc)	Working in a school environment Ability to manage and co-ordinate work	Application form Letter of application Selection process
Shaping the Future	Commitment to support the school ethos and high standards of behaviour		Letter of application Selection process
Specialist Skills and Knowledge	Excellent organisational skills Able to work as part of an effective team Able to maintain accurate records	Previous experience using school IT systems eg SIMS etc.	Letter of application Selection process
Strengthening Community	Commitment to support a school culture responsive to the needs of the community		Letter of application Selection process
Personal Qualities and Attributes	Energetic, able to work under pressure and meet deadlines Good sense of humour Approachable Excellent interpersonal relationship skills		Letter of application Selection process

	Understand importance of effective safeguarding Accurate and organized worker Excellent communication skills Ability to make and take decisions Ability to show initiative		
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Cheshire East Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.