



**PERSON SPECIFICATION**

<b>Job Title</b>	<b>Sixth Form Attendance Officer &amp; Independent Study Supervisor</b>		
<b>School</b>	<b>Seven Kings School</b>	<b>Salary Range</b>	<b>LBR 6 - £29,515 - £30,440</b>

**Selection Criteria**

**Education and Qualifications:**

- Evidence of some training, experience and continuous professional development relevant to the post
- Good standard of numeracy and literacy

**Experience and Training:**

- Experience in managing administration systems, data handling and analysis
- Experience of working with a range of partners and agencies to deliver agreed outcomes

**Knowledge, understanding and skills:**

- Excellent verbal and written communication skills
- Excellent organisation skills
- The ability to work independently and as part of a team
- Knowledge and understanding of a range of IT systems and how they can be used effectively to support learning and school improvement
- An ability to use IT to produce documents and spreadsheets
- An understanding of how data can be used
- Excellent analytical skills
- Research skills

**Personal qualities:**

- An enthusiasm for the post and ability to motivate, inspire and manage the independent learning time of students
- Excellent interpersonal skills; evidence of good relationships with students, parents and colleagues
- A high level of commitment to the school and its continuing development
- Flexibility and the ability to balance priorities and absorb pressure both for yourself and others seeking support as needed
- Excellent time management skills

- Integrity, reliability and the ability to maintain confidentiality
- Ability to reflect and be responsive to feedback
- Strong personal values and motivation to lead in line with the ethos of Seven Kings School
- An unconditional positive regard for **all** young people
- The ability to communicate well and persuasively with a range of audiences, staff, parents and students
- Be a role model of exemplary practice for colleagues within the year team and across the whole

**General:**

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public