



Person Specification

Qualifications

Essential

- NVQ Level 3 in Business Administration or an equivalent qualification in a relevant discipline (or working towards).
- Excellent literacy and numeracy skills.

Experience

Essential

- Experience of working in a school Office.
- Experience of managing and monitoring pupil attendance processes within a school environment.
- Experience of producing and analysing attendance data and reports to support school improvement.
- Experience of developing, managing and operating school administrative systems.
- Experience of school finance administration and budget management.
- Experience of analysing and evaluating data.

Skills and Knowledge

Essential

- Excellent attention to detail.
- Strong literacy and numeracy skills.
- Excellent ICT skills, including Microsoft Office and school management information systems.
- Knowledge of statutory attendance guidance, regulations and school attendance procedures.
- Ability to monitor, analyse and report on attendance data, identifying trends and areas for intervention.
- Experience of using Arbor or similar management information systems to maintain attendance records and/or to produce reports.
- Ability to use office equipment effectively, including scanners and photocopiers.
- Strong planning, organisational and prioritisation skills.
- Ability to work independently and use initiative.
- Ability to work effectively as part of a team.
- Ability to build positive relationships with children and adults.
- Knowledge of safeguarding, data protection and other relevant legislation.
- Excellent verbal and written communication skills.
- Ability to identify personal development needs and engage in relevant training.
- Willingness to undertake First Aid training.



Learning together

Desirable

- Experience using Arbor and Arbor Finance.
- Knowledge of school funding and financial systems.

Personal Qualities

- Commitment to the values and ethos of the Oakdale Federation.
- Commitment to achieving the best outcomes for all pupils.
- Integrity, honesty, fairness and loyalty.
- Ability to safeguard the school's reputation and resources.
- Ability to work effectively under pressure and manage competing priorities.
- Commitment to confidentiality.
- Commitment to safeguarding and equality.
- Positive attitude towards change and continuous improvement.
- Ability to manage difficult situations professionally and effectively.