

## Hodge Hill Girls' School

### PERSON SPECIFICATION

Permanent, term time only

Monday - Friday (8.15am - 4.05pm).

**NAME:**

**POST:** Attendance & Welfare Assistant

**GRADE:** Grade 2

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>	<p>A* - C in GCSE English or Mathematics or equivalent.</p> <p>Experience in a general administration Environment.</p>	Qualified to A level standard or equivalent.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Certification</li> </ul>
<b>Experience</b>	<p>Working directly with students.</p> <p>Experience of Microsoft Word package.</p> <p>Experience of using database applications.</p> <p>Experience of working with parents/carers.</p> <p>Ability to work on own initiative with minimum supervision.</p>	Secondary school experience	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Test</li> </ul>
<b>Knowledge, Skills and Attributes</b>	<p>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016.</b></p> <p>Working knowledge of SIMS or equivalent school management system.</p> <p>Working knowledge of the education system.</p> <p>Able to communicate effectively and accurately both verbally and in writing.</p> <p>Able to communicate in a clear and</p>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Test</li> </ul>

	<p>concise manner both on the telephone and face to face. Ability to write clear, letters and reports.</p> <p>Ability to complete work to the required standards of accuracy and presentation.</p> <p>Ability to develop and maintain effective working relationships with a wide range of people.</p> <p>Ability to work on own initiative with minimum supervision.</p> <p>Knowledge of standard office procedures.</p> <p>Working practice and understanding of government guidance surrounding school attendance.</p> <p>Knowledge of standard office equipment.</p> <p>Maintain confidentiality.</p>		
<b>Other</b>	<p>Commitment to equal opportunities.</p> <p>A desire to do something worthwhile for young people, to understand their needs and gain insights into how they think.</p>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

Compiled by: \_\_\_\_\_

DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_

DATE: \_\_\_\_\_

**Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare**

**Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.**

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S**

**EQUAL OPPORTUNITIES POLICY.**