**Person Specification- Standards and Attendance Officer Girls’ School**

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| **Criterion** | **Essential** | **Desirable** |
| **Professional Qualifications** | * A good standard of education - at least 5 A\*-C at GCSE (including Maths and English) or equivalent | Experience of working in a secondary school environment  Qualification in basic office computer skills  Degree or professional qualification  Evidence of continuing professional development |
| **Skills and Attributes** | * High expectations of students and colleagues * Self-motivated and shows initiative * Authoritative. * Enthusiastic with ability to inspire trust and confidence * Organised, and able to work calmly and effectively * Good problem solving skills * Sensitivity to the school ethos * Willingness to seek advice and support when necessary * Approachable * Flexible, energetic, determined * Ability to foster mutual respect in students and adults * Can motivate and encourage others * Very strong verbal and written communication   skills |  |
| **Knowledge and**  **understanding** | * A very good working knowledge of word, excel and outlook * Understanding of the use of a range of data to inform and underpin individual student progress * Commitment to the education of the whole person, promoting social and emotional well-being in addition to academic development * A good understanding of effective strategies to promote student progress, safety and welfare |  |
| **Accountability** | * Ability to build and maintain effective links with stakeholders * Ability to engage with parents in the education of their children |  |
| **Working with others** | * Ability to work collaboratively and effectively with others * Effective monitoring and, where appropriate, management of student behaviour |  |
| **Working with ICT** | * Ability to use a range of technologies to manage day-to- day work and to promote effective care of the students |  |