



QUEENS' SCHOOL

Dare to be Great

Sixth Form Attendance Officer and Administrator Person Specification

Job Title: Sixth Form Attendance Officer and Administrator	Salary: Scale H4
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The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understand of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

		Essential	Desirable
Education/Qualifications and Training	GCSE grade in Maths and English or equivalent	X	
	A-levels		X
	Qualified to work in the UK	X	
	Evidence of and commitment to continuing professional development	X	
	Data Accreditation		X
Knowledge, Skills & Experience	Minimum of 2 years' experience working in a school environment		X
	Experience of utilising ICT and skills to retrieve information	X	
	Able to respond to and initiate strategies to improve individual student performance.		X
	To demonstrate good judgement.	X	
	To deal sensitively with people and be able to resolves conflicts	X	
	Effective communication skills	X	
	Knowledge of school policies	X	
	Experience of working with students at Key Stage,3, 4 and 5		X
	Experience of the school curriculum		X
	Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity	X	

Personal Characteristics	Resilience, the ability to work under pressure and be able to meet deadlines	X	
	Excellent communication skills (including written, oral and presentation skills)	X	
	The ability to think strategically, creatively and to prioritise	X	
	The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others	X	
	The ability to support colleagues	X	
	Strong organisational skills and ability to meet deadlines	X	
	Willingness to embrace new developments	X	
	To have a sense of humour and an ability to keep things in perspective	X	
Checks	Enhanced DBS, Clearance for Prohibition Check and Right to Work in the UK	X	

Queens' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

Signed	Date

April 2025