



PERSON SPECIFICATION

COVER AND ABSENCE MANAGEMENT

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	NVQ 3 or equivalent qualification or experience in relevant discipline Excellent numeracy/literacy skills	Evidence of further experience within a school setting, particularly with regard to staff management or support
Relevant Experience and Knowledge	Recent high level Administrative and Financial work Ability to manage resources effectively and efficiently Excellent communication skills Effective use of ICT packages in an office environment Use of relevant equipment/resources Good Keyboard skills	Previous experience in a school environment Knowledge of relevant polices/codes of practice and awareness of relevant legislation Knowledge of SIMS
Skills and Abilities	Excellent self-starter, self-motivated and with the ability to work without close supervision Ability to prioritise workload without assistance and to make informed decisions Ability to problem solve and trouble shoot Ability to work accurately and remain calm when under pressure with meticulous attention to detail	

<p>Personal Qualities</p>	<p>Work with empathy and compassion when implementing the absence management policy</p> <p>Integrity and discretion</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Ability to identify own training and development needs and cooperate with means to address these</p> <p>Ability to work flexibly to meet deadlines and respond to unplanned situations</p>	
<p>Special Circumstances</p>	<p>Occasional attendance at meetings outside normal hours</p>	