



Person Specification – Attendance Officer and General Administrator Criteria	Essential	Desirable
Qualifications and training		
Educated to GCSE /NVQ Level 3 in Administration or equivalent		✓
Experience and skills		
Good level of computer literacy with knowledge of MS Word, Excel, database management, website and PowerPoint	✓	
Experience of working in a sport or educational environment		✓
Excellent written and verbal communication skills	✓	
Tactful, diplomatic and discreet	✓	
Good organisational and planning skills; able to prioritise a varied workload	✓	
Proactive, “can do” approach	✓	
Considerable administrative experience to be able to proactively establish own processes	✓	
Experience of working with limited supervision and working cooperatively with others	✓	
Personal		
Resourcefulness; able to seek out information and assimilate	✓	
Is empathetic to the aims and objectives of a Catholic Benedictine School	✓	
Satisfy all criteria and checks relating to suitability to work in a school environment.	✓	
Excellent planning and organisational skills.	✓	
Confident with a high degree of motivation.	✓	
Commitment to equal opportunities	✓	
Assertive and confident	✓	