

PERSON SPECIFICATION**Bursary an Attendance Officer****Term Time + 2 weeks – 25 hours x 39 weeks per year**

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

ESSENTIAL

The successful candidate will:

Experience and Skills

- Have strong administrative and organisational skills
- Have excellent IT Skills, including Microsoft Excel and the ability to quickly adapt to new IT software and systems
- Be numerate and confident interpreting documentation relating to personal income
- The ability to communicate effectively verbally and in writing with staff, students and parents/carers
- Be versatile and have the ability to take the initiative
- Have an awareness of and responsiveness to the needs of students in the 16-19 age range

Professional qualities

- Have a good general standard of education
- Have the ability to work effectively as part of a team
- Be hard working
- Be prepared to be flexible
- Be willing to co-operate and work collaboratively with staff
- Have a sense of humour
- Be committed to personal development and training

DESIRABLE

The successful candidate may:

- Have experience of the administration of school/College bursaries or Free School Meals
- Have accounts experience
- Have experience working in an educational setting
- Have experience and qualifications relating to First Aid and/or Mental Health First Aid