

Person Specification

Admin Officer with Responsibility for Attendance (Pupils) & Family Liaison

Scale S6

	Essential	Desirable
1. Skills & Knowledge	• Good general level of education, particularly in numeracy and literacy • High level of computer literacy, including Microsoft Word and Excel • Excellent written and verbal communication skills • Accurate data entry and record-keeping skills with strong attention to detail • Strong organisational skills and the ability to prioritise a varied workload and meet statutory deadlines • Knowledge and understanding of school attendance procedures and the importance of regular attendance and punctuality • Understanding of safeguarding and child protection responsibilities within a school setting • Understanding of data protection, GDPR and confidentiality • Ability to communicate clearly, sensitively and professionally with parents/carers, pupils, colleagues and external professionals	• Knowledge of a school Management Information System, e.g. SIMS • Knowledge of ParentPay or a similar school payment system • Knowledge of statutory attendance requirements, including Children Missing Education processes, penalty notices and leave of absence procedures • Knowledge of EHCP Annual Review processes and statutory timescales
2. Experience	• Previous experience of attendance work in a school setting, including monitoring attendance, following up absence and maintaining accurate attendance records • Experience of working in a school administrative or office environment • Experience of communicating with parents/carers, including sensitive or challenging conversations • Experience of maintaining accurate pupil records and handling confidential information • Experience of working with a range of professionals and external agencies • Experience of working to deadlines and managing competing priorities	• Experience of producing attendance reports and analysing attendance data • Experience of supporting strategies or interventions to improve pupil attendance • Experience of Annual Review/EHCP administration • Experience of admissions and pupil transition processes • Experience of family liaison or working directly with families who may require additional support
3. Personal Qualities	• Commitment to promoting the ethos and values of The Cedars and securing the best outcomes for all pupils • Warm, approachable and able to build trusting relationships with pupils and families • Calm, professional and diplomatic, including when dealing with difficult or sensitive situations • Persistent and confident in following up attendance concerns while maintaining positive relationships with families • Highly organised, reliable and able to work accurately under pressure • Ability to work as part of a small team and use initiative appropriately • Flexible and able to respond positively to changing priorities • Commitment to maintaining confidentiality, professional boundaries and high standards of integrity • Commitment to safeguarding, equality and inclusive practice • Strong commitment to working within an SEMH setting and to relational practice when supporting pupils and families	
4. Other Factors	• Willingness to undertake and maintain up-to-date Designated Safeguarding Lead (DSL) training as required by the role • Willingness to undertake relevant training and continuing professional development • Understanding of and commitment to the school's responsibilities in relation to equality, health and safety, safeguarding, confidentiality and GDPR	• Understanding of the needs of pupils with SEMH and associated needs such as ASD and ADHD

The Cedars Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to the school's safer recruitment procedures.