

Stowlawn Primary School

Attendance and Medical Officer : Person Specification

Qualifications	Educated to GCSE Grade 4 in English & Maths (or equivalent)
Experience	Qualifications or evidence of training of using IT packages and systems Working in a busy office environment Liaising with a range of people with differing experiences and needs
Specialist Knowledge / Training	A good working knowledge of Microsoft Office Awareness and knowledge of attendance procedures. or willingness to learn Awareness and knowledge of basic medical needs, or willingness to learn Experience in school management systems (SIMS), or willingness to undergo training Understanding of health and safety, safeguarding and equal opportunities Experience of working in a school environment is advantageous but not essential
Circumstances	Ability to work when the school is open (Term Time working) Flexibility to organise work load
Disposition	Be able to work as part of a team Be able to direct own work and use own initiative Develop excellent relationships with pupils, parents, colleagues and other professionals Professional and dedicated to the role, and able to maintain confidentiality Well organised and able to meet deadlines High level of accuracy and attention to detail Empathy The desire to make a difference to children's lives
Practical and Intellectual Skills	Excellent verbal, written, and mathematical skills. Good computer skills Strong organisational skills. Ability to prioritise
Legal Requirements	Enhanced DBS Check for Regulated Activity