

MAGDALEN COLLEGE SCHOOL

*We are committed to the protection and safety of our students
and expect all staff to share this commitment.*

Attendance Officer

PERSON SPECIFICATION

| Essential Qualities and Experience | Desirable Qualities and Experience |
|--|---|
| Good IT skills in order to carry out data entries | Experience of working with young people in secondary schools |
| Numerate and literate in order to be able to communicate effectively with all stakeholders in writing | Educated to GCSE standard including good grades at GCSE maths and English |
| An ability to communicate well with students, staff and parents both verbally and in writing | First Aid Qualifications |
| Excellent interpersonal skills with young people and adults | Willingness to act as Deputy for the DSL |
| An ability to contribute to the work of the pastoral team, but also to be self-motivated and to be able to take the initiative and work flexibly independently | |
| A commitment to inclusive and comprehensive education in order to provide the best possible support for students of all ages and abilities | |
| Ability to respond to and prioritise requests appropriately from a number of different groups including students, staff, families and other parties | |