



Employee Specification Form

Post Number	E208
Job Title	Administration and Attendance Officer
Department	Heygarth Primary School
Prepared by and date	D Stenhouse July 2025

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M03).

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Good standards of Numeracy and Literacy; equivalent to GCSE grade C or above An administrative / ICT qualification 	A	<ul style="list-style-type: none"> First Aid qualification 	A
Experience <ul style="list-style-type: none"> Experience of working with Microsoft packages, e.g., Word, Publisher, Excel Dealing with/working with the public, including children Knowledge of attendance policies and procedures 	A/I A/I A/I A/I	<ul style="list-style-type: none"> Website Administration/an interest in web-based applications Customer Service Experience of dealing with cash and maintenance of records Willingness to undertake further relevant training Evidence of recent and relevant training Experience of administering a school financial system (FMS) Minimum of 6 months' continuous recent employment within in a UK maintained school office Minimum of 6 months' experience administering SIMS database 	A/I A/I A/ A/I A/I I
Knowledge and skills <ul style="list-style-type: none"> Excellent communication and organisational skills Must be competent with Microsoft Word and Excel packages Ability to establish good working relationships with staff, pupils, parents and outside agencies Able to work independently Proven ability to provide financial/administrative support Ability to work on own initiative and work effectively under pressure Time management skills and ability to prioritise workload Verbal and written communication skills and an ability to communicate with a wide range of people Awareness of safeguarding issues 	A/I I A/I A/I A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> Competent in IT support Knowledge of relevant policies and legislation Experience of working in an environment where customer care is a priority Ability to work unsupervised 	A/I A/I A/I A/I
Special Requirements <ul style="list-style-type: none"> Enthusiasm and ability to work as part of a team and understand the need for confidentiality Be able to support the ethos of the school A sense of fun, optimism and team spirit 	A/I A/I I	<ul style="list-style-type: none"> Flexibility Good personal organisational skills A commitment to continuing professional development. 	A/I A/I A/I

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, e.g. “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, e.g. if numeracy is specified as a requirement, you should indicate the levels of skill, i.e. keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? e.g. live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, e.g. application form, interview, tests, references, etc