

**THE ARMTHORPE SCHOOL
PERSON SPECIFICATION**

Post Title: ATTENDANCE SUPPORT ASSISTANT (Scale 5) 25 hours per week

| ATTRIBUTES/REQUIREMENTS | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|--|--|---|---|
| EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING | An acceptable level of general education. | 2 A' Levels or equivalent, or studying towards a comparable qualification. | Application Form Certificates |
| RELEVANT EXPERIENCE | Previous clerical/administrative duties. Record of working with people. | Local Government service in an education or social services department. Previous work with families. | Application Form Interview References |
| KNOWLEDGE AND SKILLS | Good communication skills. Ability to maintain records. | Knowledge of social issues and the education system. Understanding of ICT systems. | Application Form Interview References |
| PERSONAL CHARACTERISTICS | Ability to relate to children and adults. | Ability to work on an individual basis or as part of a team. | Application Form Interview References |
| PHYSICAL ATTRIBUTES | Medical clearance as assessed and advised by the Occupational Health Adviser. | | Occupational Health Questionnaire |
| ADDITIONAL FACTORS | Readily mobile | Full driving licence and own transport. | Application Form Interview |
| CONTRA-INDICATORS | This post is not subject to the provisions of the Rehabilitation of Offenders Act, therefore, a satisfactory police record and DCSF List 99 check is required. | | List 99 check Enhanced CRB check |

