

**PERSON SPECIFICATION  
BURSARY AND ATTENDANCE OFFICER**

**Part-time**

**Term Time + 2 weeks (30 hours x 41 weeks per year) – Permanent**

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

**ESSENTIAL**

The successful candidate will:

**Experience and Skills**

Have strong administrative and organisational skills

Have excellent IT Skills (Microsoft Office)

The ability to communicate effectively verbally and in writing with staff, students and parents/carers

Be versatile and have the ability to take the initiative

Have an awareness of and responsiveness to the needs of students in the 16-19 age range

**Professional qualities**

Have a good general standard of education

Have the ability to work effectively as part of a team

Be hard working

Be prepared to be flexible

Be willing to co-operate and work collaboratively with staff

Have a sense of humour

Be committed to personal development and training

**DESIRABLE**

The successful candidate may:

Have experience of the administration of school/College bursaries or Free School Meals

Have experience working in an educational setting

Have experience and qualifications relating to First Aid and/or Mental Health First Aid

Have experience supporting vulnerable children or adults