



FAB Learning Interventions

Forming a new beginning through bespoke interventions.

PERSON SPECIFICATION- ATTENDANCE ADMINISTRATOR

COMPANY NAME	FAB LEARNING INTERVENTIONS LTD
POST TITLE	Attendance Administrator
SALARY	£18,000- £20,000 per annum
LOCATION	Home working with travel across Nottinghamshire and Derbyshire when required

FACTOR	EVIDENCE	ESSENTIAL/ DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) Maths and English Grades A-C Working knowledge of managing various systems and software and Data Protection legislation 	<p>Essential</p> <p>Desirable</p>	Application/ Selection/ Interview
Skills & Attributes	<ul style="list-style-type: none"> Excellent skills in literacy, numeracy and use of technology Strong verbal and written communication skills Experience recording information using online software and/or applications to a high professional standard Demonstrates a high level of organisation, self-motivation, accuracy and efficiency Professional working reflects the ethos of FAB Learning Interventions Ability to prioritise work appropriately and adhere to deadlines Has the ability to maintain professionalism and confidentiality with all stakeholders 	Essential	Application/ Selection/ Interview



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	<ul style="list-style-type: none"> • Knowledge of compliance processes related attendance in alternative provision settings 	Desirable	
Knowledge & Experience	<ul style="list-style-type: none"> • Experience handling personal data and information • Knowledge of GDPR regulations and adhering to confidentiality • Experience of supporting administrative systems in an educational or professional setting 	Essential Desirable	Application/ Selection/ Interview
Personal Attributes	<ul style="list-style-type: none"> • Comfortable working independently and primarily from home • Goal driven, conscientious and willing to take direction • Shows a personable and adaptable demeanour towards working with others • Demonstrates a responsible, caring and trustworthy attitude towards work and when dealing with others • Flexibility towards work practises and a strong willingness to work as part of a team • Shows a positive sense of humour 	Essential	Application/ Selection/ Interview
Drivers Licence/Business Insurance	<ul style="list-style-type: none"> • Clean Driver's Licence • Valid Business Insurance • Roadworthy Vehicle (submission of evidence to show a cleared MOT certificate annually) 	Essential	Application/ Selection/ Interview