



Attendance & Medical Officer		Essential	Desirable
Abilities & Experience	Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework	✓	
	Further qualifications (e.g. A-levels, degree)		✓
	Ability to use common IT software (Microsoft Office, etc)	✓	
	Advanced IT software user experience		✓
	Knowledge of the SIMS software package		✓
	Excellent verbal/telephone and written communication skills	✓	
	Prior experience working within schools		✓
	Good organisational skills	✓	
	Excellent interpersonal skills	✓	
	Ability to work within a team working environment and also able to work independently	✓	
	Experience working within a busy, diverse environment		✓
Personal Qualities	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	Tact and diplomacy	✓	
	A sense of responsibility	✓	
	Integrity	✓	
	Able to maintain strict confidentiality	✓	
	A strong commitment to safeguarding young people	✓	
	Flexibility and use of initiative	✓	
	A good sense of humour	✓	

The Emmbrook School is committed to safeguarding the welfare of its students and expects all staff to share this commitment. The successful applicant will be required to obtain an Enhanced DBS Check.