

PERSON SPECIFICATION- Attendance Officer

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
☐ GCSE English and Maths or equivalent	E	Application form/Interview/ Task (if applicable)
☐ Level 2 /3 Support Work in Schools	D	
☐ Experience of using SIMS system or similar data management system	E	
☐ Experience of using Microsoft Office	E	
☐ First Aid Qualified (or willing to qualify)	E	
☐ Willingness to develop new skills by participating in CPL	E	
☐ Evidence of relevant CPL	E	
Knowledge & Experience	Essential/Desirable	How Identified
☐ Demonstrable awareness of legislation relating to school attendance	E	Application form/Interview/ Task (if applicable)
☐ Ability to prepare and write reports and produce factual and statistical information as required.	E	
☐ Experience of working with young people of Primary and/or Secondary School age	E	
☐ Experience of working with adults who are reluctant to engage with support	E	
☐ Experience of working as part of a schools pastoral team	E	
☐ Ability to maintain a professional manner in challenging situations	E	
☐ Experience of maintaining an attendance system	E	
☐ Experience of liaising with external agencies	E	
Skills & Key Criteria	Essential/Desirable	How Identified
☐ Ability to monitor, manage attendance data.	E	Application form/Interview/
☐ Ability to manage, analyse and interpret data and present reports	E	
☐ Ability to support and monitor the work of colleagues	E	

☐ Ability work with adults who may be reluctant to receive help and support	E	Task (if applicable)
☐ Ability to set targets and monitor progress	E	
☐ Ability to understand and relate well to young people.	E	
☐ Ability to problem solve	E	
Personal Attributes	Essential/Desirable	How Identified
☐ A positive, supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
☐ Excellent communication skills.	E	
☐ Ability to work independently and take initiative	E	
☐ Willingness to work outside normal academy hours in line with academy and community needs	E	
☐ Willingness to travel to multi-site locations across the Trust-Current/Valid clean driving licence is required	E	
Equal Opportunities	Essential/Desirable	How Identified
☐ Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
☐ Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
☐ Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
☐ Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	