 

**Person Specification: Attendance Officer**

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| **Category** | **Essential** | **Desirable** | **Evidence gained from** |
| **Qualifications & Training** | * GCSE Grade C or above in English and maths or equivalent | * Evidence of further qualifications or professional development | * Application Form * Certificates |
| **Experience** |  | * Experience of working with children and families where attendance at school is a concern * Experience of engaging hard to reach families working in partnership with external agencies * Experience of motivating students * Experience of working with students and their families * Experience of working with students aged 14-19 in an educational setting * Experience of using student data to set targets, monitor progress & review | * Application Form * Interview * References |
| **Knowledge & Skills** | * Ability to motivate students to reach their true potential * Understanding of the statutory framework relating to school attendance and parent responsibility * Good written and verbal communication skills * General awareness of inclusion, especially within a school setting * Ability to interpret data and produce reports * Ability to use own initiative when required * Ability to work collaboratively with colleagues * Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners | * Experience in using student data to set targets, monitor progress and review. * Detailed understanding or school attendance legislation | * Application Form * Interview * References |
| **Other Requirements** | * A commitment to safeguarding and promoting the welfare of children and young people * A commitment to personal professional development * Is demonstrably passionate about the UTC and its ethos and goals * Creative and innovative approach to problem solving * A commitment to equal opportunities and promoting diversity * A flexible approach with an ability to adapt. |  | * Application Form * Interview * References |