 

**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
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| **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
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| **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
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| **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
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