

Person Specification

In your supporting statement and application form please demonstrate how you have successfully met the essential criteria in bold from this person specification

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting
Qualifications and Training					
1. Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)	E	x			
2. A record of safeguarding training/experience in schools	E	x		x	
Experience					
3. Demonstrable experience of working as part of the whole school team in an educational setting or as an Attendance and Welfare Officer in first/primary/Local Authority.	E	x		x	
4. Experience in being the first point of contact for all attendance issues in school.	E	x		x	
5. Experience of working directly with pupils and parent/carers to develop effective relationships.	E	x		x	
6. Experience in taking the lead in identifying interventions, strategies and initiative to raise attendance of pupils.	E	x		x	
7. Experience of monitoring, evaluating and analysing data, providing periodic reports for senior leaders to identifying key insights.	D	x	x	x	
8. Experience of working collaboratively with colleagues.	E	x	x	x	
9. Experience of carrying out home visits, either alone or in conjunction with other staff, where this is deemed desirable or necessary	D	x	x	x	
10. Experience of delivering training/workshops to colleagues/parents	D	x		x	
Skills and knowledge					
11. Excellent listening skills.	E	x	x	x	
12. Excellent written and verbal communication skills with a wide range of stakeholders, often in challenging situations	E	x	x	x	
13. The ability to tailor interventions to individual pupils and parents with the aim of raising standards in school.	E	x	x	x	
14. The knowledge of school registration systems and how they should be properly developed and administered.	E	x	x	x	
15. Current knowledge of the referrals processes through to Fixed Penalty Notice (FPN).	E	x	x	x	
16. Knowledge and understanding of national and local education attendance and Safeguarding policies.	D	x		x	

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17. Knowledge of how to work with external agencies and partners to ensure effective outcomes for pupils and families.	D	x			
18. Good knowledge and confident of working with SIMS, CPOMS, Microsoft Word & Excel	D	x			
19. Know how to maintain a healthy, safe and secure environment, acting in accordance with school policies and procedures.		x			
Personal qualities					
20. Willingness to provide the best possible outcome for all pupils.	E	x			
21. A positive outlook and resilient character who remains positive in the face of challenge.	D	x			
22. Evidence of personal commitment to lifelong learning around education, attendance and welfare systems and practices	D	x		x	
23. Someone who is organised and proactive with excellent time management skills.	E	x	x	x	
24. Committed to working with other professionals to champion best practice and secure excellent outcomes for all pupils	E	x		x	
25. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	x		x	x