



Attendance & Education Welfare Officer – Person Specification

| | Essential | Desirable |
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| Qualifications and Experience | <ul style="list-style-type: none"> • Experience of producing and manipulating accurate data • Demonstrable organisational skills. • Experience of working with young people. • GCSE or equivalent Maths and English grade C or above. • Excellent ICT skills. | <ul style="list-style-type: none"> • Knowledge of Microsoft Office. • Previous experience of working in a school environment. |
| Knowledge and Skills | <ul style="list-style-type: none"> • Up to date knowledge of current Government Policy, especially in relation to Attendance and Behaviour including Parenting Orders and the Education (Penalty Notices) Regulations 2007. • Excellent numeracy and literacy skills. • Able to work on own initiative. • Able to work as part of a whole school team. • Able to lead meetings. • Excellent communication skills with staff, students and parents/carers. • Supportive and compassionate. • Excellent planning, time management and organisational skills. • Ability to maintain confidentiality. | |

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| Other | <ul style="list-style-type: none">• Accuracy and attention to detail.• Highest levels of confidentiality.• Team orientated with well-developed interpersonal skills.• Ability to make decisions on the day to day operation of the Attendance/Punctuality system.• Flexible.• Commitment to quality and continuous improvement.• Flexibility and adaptability.• Smart and professional appearance.• Ability to work both individually and as part of a team.• Highly committed to St. John Fisher's school and the Trust.• Supportive of the Catholic ethos of the Trust.• Satisfactory DBS disclosure and standard Trust pre-employment checks.• A commitment to safeguarding and promoting the welfare of children and young people and willingness to participate in and apply appropriate training. | <ul style="list-style-type: none">• Practising Catholic.• Commitment to CPD. |
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