



Person Specification

Job Title: Education Welfare Officer/Attendance Manager

Qualifications	Essential	Desirable
A relevant Level 3 qualification	✓	
Level 2 qualification in English and Maths or equivalent	✓	
Level 3 Child Safeguarding qualification		✓
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of using a social work or counselling approach to working with parents and children	✓	
Record keeping	✓	
Report writing	✓	
Experience of working in the education system and in multi-agency settings		✓
Skills		
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to undertake assessments and write reports to a high standard	✓	
Knowledge of the legislative framework that underpins the work of supporting families and schools, including attendance and behaviour		✓
Knowledge of safeguarding principles and legislation		✓
Ability to work well under pressure and manage competing deadlines		✓

Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures	✓	
Other		
Satisfactory DBS check	✓	