

Person Specification

Job Title: Attendance Manager
Responsible To: SLT Attendance Lead
Grade: I point 19 - 22

1. Qualifications and Training	Essential/Desirable	Source of Evidence
• A good standard of education to at least GCSE Grade C level or equivalent in English and Mathematics	E	Application Form/ Written Reference
• NVQ/QCF Level 4 or equivalent qualification in relevant discipline, or appropriate experience.	E	
• Willingness to participate in training and development opportunities	E	
• Evidence of further training and development in this field	D	
2. Experience	Essential/Desirable	Source of Evidence
• Relevant experience of working with children or young people and their families	E	Application Form/Written Reference/Selection Activity/Formal Interview
• Relevant experience of working with families to improve pupil attendance	D	
• Working in a role focussed upon supporting pupils in a school setting	D	
• Working with Local Authority and other educational or young person's support agencies	D	
• Working in an environment where high quality administrative, communication(both written and oral) and ICT skills were required	E	
• Experience of dealing with confidential and sensitive data	D	

3. Professional Knowledge	Essential/Desirable	Source of Evidence
• An understanding of relevant policies, codes of practice and legislation locally and nationally	E	Letter of Application/Formal Interview/Selection Activity
• Knowledge of current child protection and safeguarding practice	E	
• An understanding of the learning environment in which schools operate.	D	
• Participation on courses relevant to supporting pupils for whom school attendance is a barrier	D	
• An awareness of the impact of financial hardship on pupil attendance	E	
4. Professional Skills	Essential/Desirable	Source of Evidence
• Ability to work constructively as part of a team and on your own	E	Letter of Application/Formal Interview/Selection Activity
• Ability to be self-managing, and prioritise workloads effectively using one's own initiative	E	
• Ability to think creatively and to come up with ideas to promote positive attendance with those pupils who are persistently absent	E	
• Positive approach to problem solving	E	
• Able to keep timely and accurate records on internal school systems	E	
• Able to use all MS Office programmes, particularly sims, <i>Teams</i> , Word, Excel, Outlook and be familiar with other bespoke databases	E	
• Good written and oral communication skills	E	
• Working knowledge of SIMS and CPOMS	D	
• Ability to complete statutory returns and reports for governors	E	

5. Personal Attributes	Essential/Desirable	Source of Evidence
• Adaptability and a flexible approach. Have an openness to learning and change	E	Letter of Application/Formal Interview/Selection Activity
• Concerned about attention to detail	E	
• Calm under pressure	E	
• Resilient and tenacious	E	
• Ability to uphold our core values of respect, honesty and resilience	E	
6. Communication	Essential/Desirable	Source of Evidence
• Maintaining confidentiality	E	Letter of Application/ Formal Interview/Selection Activity
• Excellent communication, both oral and written	E	
• Ability to foster constructive relationships with, and gain the confidence of, young people, parents/carers and colleagues	E	
7. Personal	Essential/Desirable	Source of Evidence
Able to demonstrate a commitment to:		Letter of Application/ Formal Interview/Selection Activity
• Equal opportunity for all school users	E	
• Encouraging children to develop self-esteem and tolerance of others	E	
• Furthering your own professional knowledge, skills and experience.	E	

8. Safeguarding Children	Essential/Desirable	Source of Evidence
<ul style="list-style-type: none"> • Able to form and maintain appropriate relationships and personal boundaries with children 	E	Selection Activity/Written Reference/Formal Interview
<ul style="list-style-type: none"> • Has appropriate motivation to work with children and young people 	E	
<ul style="list-style-type: none"> • Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline 	E	
<ul style="list-style-type: none"> • Demonstrate commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education 	E	