

POST: Attendance Officer

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Grade 5 at GCSE (or equivalent qualification in) English and Maths.</p> <p>Driving Licence – Full and clean</p> <p>Business Insurance</p>	
Experience	<p>Experience of working with children or young adults</p> <p>Working with students and families to improve attendance.</p> <p>Interest in developing positive relations and broadening children's educational experiences</p>	<p>Preparing legal cases for prosecution.</p>
Knowledge	<p>Understanding of the workings of a school.</p> <p>Knowledge of safeguarding procedures.</p>	<p>Experience of working with students with a wide range of difficulties.</p> <p>Experience of standardised assessment tools – literacy / processing</p>
Skills	<p>Good working knowledge of MS Office software, specifically Word and Excel.</p> <p>Ability to react to situations appropriately and follow procedures</p> <p>Ability to work flexibly and attend home visits and identified academic meetings</p> <p>Ability to relate to children, young adults and adults</p> <p>Good communication skills in English including literacy, numeracy and ICT</p> <p>Interest in student welfare and respect for the difference in people</p> <p>Tact and diplomacy</p> <p>Good time management and organisational skills.</p> <p>Ability to meet parents and other professionals</p>	<p>Potential to change attitudes and question own values</p> <p>Ability to prioritise and judge relative significance of conflicting demands</p> <p>Ability to assess the needs of a student and feedback to students / parents / teachers / other professionals levels and progress</p> <p>Ability to lead meetings</p>

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	Ability to plan and deliver learning activities and national learning strategies.	
Disposition	Enthusiastic, warmth Team player Forward thinking Sense of humour Flexible Confident Enjoys a challenge Ability to remain calm under pressure Anti-discriminatory and aware of prejudice Have initiative Empathy Calmness Confidentiality Proactive Well organised	Commitment to training Willing to learn and evaluate practise Willingness to seek advice and support