**Person Specification**

**ATTENDANCE OFFICER**

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| **Qualifications** | **Essential** | **Desirable** |
| 5 GCSE’s or equivalent, Grade C/ 4 or above, including English & Maths | **🗸** |  |
| **Experience** | **Essential** | **Desirable** |
| Working with or caring for young people | **🗸** |  |
| Working in a school environment or pastoral role | **🗸** |  |
| **Knowledge & Skills** | **Essential** | **Desirable** |
| Awareness of legislation relating to school attendance | **🗸** |  |
| Conflict resolution skills |  | **🗸** |
| Excellent organisational skills and ability to work under pressure with high degree of accuracy | **🗸** |  |
| Ability to self-manage, meet deadlines and prioritise workload | **🗸** |  |
| Awareness of relevant legislation relating to safeguarding and child protection | **🗸** |  |
| Comprehensive understanding of safeguarding rules and regulations that apply within a school environment | **🗸** |  |
| Use of SIMS and Edulink |  | **🗸** |
| Able to relate well to young people and adults | **🗸** |  |
| Excellent written language, communication & interpersonal skills | **🗸** |  |
| Strong numeracy skills | **🗸** |  |
| Effective use of ICT systems such as Word, Excel etc | **🗸** |  |
| Basic understanding of child development and learning | **🗸** |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Works well as a member of a team | **🗸** |  |
| Good communication skills | **🗸** |  |
| Flexible | **🗸** |  |
| Patient, positive, approachable and friendly | **🗸** |  |
| Maintains confidentiality | **🗸** |  |
| Ability to relate well to children and adults | **🗸** |  |
| Display commitment to protection and safeguarding of children and young people | **🗸** |  |
| **Other Requirements** |  |  |
| Ability to attend meetings at family homes or offsite | **🗸** |  |
| Flexible approach to support young people and families | **🗸** |  |
| Commitment to raising the education achievements of young people | **🗸** |  |
| Ability to build and maintain successful relationships with people of all ages, treating them sensitively and with respect | **🗸** |  |
| A willingness to develop professionally and take part in all training relevant to the post. | **🗸** |  |