**Attendance Officer**

**Person Specification**

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|  | **Qualifications** | **Essential** | **Desirable** |
| 1 | Educated to NVQ Level 3 or equivalent | X |  |
| 2 | GCSE grade C or above in English and Maths (or equivalent) |  | X |
| 3 | Driver’s Licence and access to a vehicle | X |  |
|  | **Skills and Knowledge** |  |  |
| 4 | Computer literate | X |  |
| 5 | Ability to communicate and engage families whose first language is not English. | X |  |
| 6 | Ability to speak Romanian or Polish |  | X |
| 7 | Knowledge of the SIMs Management Information System |  | X |
| 8 | Familiarity with attendance systems, procedures and laws |  | X |
| 9 | Knowledge of the school’s attendance policy | X |  |
| 10 | Safeguarding principles, procedures and best practice | X |  |
| 11 | Knowledge of the school’s safeguarding policy | X |  |
|  | **Experience** |  |  |
| 12 | Working with children, families within an educational or social care setting | X |  |
| 13 | Working as part of a team | X |  |
| 14 | Working on own initiative | X |  |
| 15 | Working with others from a range of agencies in an multi-agency setting |  | X |
| 16 | Using IT systems to compile reports as well as analysing statistical data for monitoring purposes | X |  |
|  | **Skills** |  |  |
| 17 | Ability to communicate effectively both orally and in writing especially with pupils, parents, school staff, social workers and other professionals | X |  |
| 18 | Able to use own initiative and work alone when necessary | X |  |
| 19 | Ability to overcome communication barriers with children and adults | X |  |
| 20 | Ability to listen effectively. | X |  |
| 21 | Ability to maintain accurate and up to date records | X |  |
| 22 | Ability to prioritise work under pressure and remain organised | X |  |
| 23 | Demonstrate an ability to cope with stressful / conflict situations | X |  |
| 24 | Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups | X |  |
| 25 | Ability to meet deadlines | X |  |
|  | **Personal Qualities** |  |  |
| 25 | Empathetic | X |  |
| 26 | A professional manner | X |  |
| 27 | Strong work ethic and capacity for hard work | X |  |
| 28 | Ability to relate well to others | X |  |
| 29 | A sense of humour | X |  |
| 30 | Genuine interest in the school and its aims | X |  |
| 31 | Able to recognise own training and development needs | X |  |