

**Attendance Officer  
PERSON SPECIFICATION**

**The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

This part will allow you to understand who we are looking for within this role and the skills, knowledge or experience that we would expect.

ATTRIBUTES	CRITERIA	HOW IDENTIFIED	RANK
Relevant Experience	SIMS or equivalent	Application Form / interview/ practical test	Essential
	Knowledge of educational environment.	Application form / interview	Essential
	IT Network administration.	Application form / interview	Desirable
Education and Training	A*-C (or equivalent) including English and Maths.	Application form / interview	Essential
	Appropriate Level 4 qualification.	Application form / interview	Desirable
	Attendance at courses on the use of Arbor MIS or equivalent e.g. SIMs	Application form / interview	Desirable
General and Special Knowledge	Appropriate knowledge of first aid	Application form / interview	Desirable
Skills and Attributes	Excellent organisational skills.	Application form / interview	Essential
	Excellent communication skills.	Application form / interview	Essential
	Excellent practical skills in ICT, particularly Microsoft Office (Word and Excel).	Application form / interview	Essential
	Ability to act on own initiative and with the minimum of supervision.	Application form / interview	Essential
	Ability to learn quickly and independently.		Essential
	Ability to organise, supervise and motivate support staff.	Application form / interview	Essential

	Ability to share expertise and skills.	Application form / interview	Essential
	Ability to work under pressure to meet deadlines while maintaining accuracy.	Application form / interview	Essential

Additional Factors	Flexible approach to accommodate the changing needs of the school.	Application form / interview	Essential
	The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.	Application form / interview	Essential

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a shortlisted candidate's references will be taken up at interview.