SELWOOD ACADEMY

Person Specification – Attendance Officer

		Essential	Desirable
Qualifications & Training	• Relevant accredited qualification • Grades A-C (9-5) English / Numeracy GCSE equivalent or higher		✓ ✓
Experience	• Experience of working in a school setting • Experience and understanding of children within their family context • Knowledge of current parenting issues and legislation • Experience of working with a variety of different agencies to achieve shared outcomes • Knowledge of the social and emotional factors that affect children. • Knowledge of available support services and referral routes • Awareness of the legislation affecting school attendance requirements	✓ ✓ ✓ ✓	✓ ✓ ✓
Personal Commitment/ Professional Competence	• Commitment to inclusion of pupils with social, emotional and behavioural needs • Positive promotion of the school within the community • Commitment to personal professional development • Commitment to supporting and developing learning programmes for individuals and groups of children	✓ ✓ ✓ ✓	
Skills and Attributes	• Must be able to plan and organise tasks whilst maintaining 100% accuracy, under pressure and often to strict deadlines for statutory returns. • Good IT skills and generally comfortable with use of IT as an integral and essential tool. • Reliability and integrity; a sense of humour and optimistic outlook • Self-motivation and ability to work on own initiative • Good interpersonal, organisational and time management skills • Good relationship skills with colleagues and pupils • Experience of working as part of a coordinated team • Ability to produce reports for managers • Ability to reward achievement and use positive behaviour management techniques • Ability to build good relationships with other professionals, parents and children • Ability to use ICT assist with your job role but also when supporting pupils • You will need to undertake difficult tasks, follow complex instructions, make assessments and analyse data with	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

	support and guidance, problem solve and implement and review action plans • Deal with difficult situations and / or situations in a calm, fair, but effective manner • Deal with sensitive issues in confidence, influence others, managing discussions effectively to ensure desired outcome is achieved • Ability to work flexibly under pressure	✔	
Communications	• Ability to communicate effectively with pupils, staff and parents • Ability to work as part of a team and to lead effectively • Willingness to attend relevant meetings	✓ ✓ ✓	