



Person Specification

JOB TITLE:	Attendance Officer
DATE:	January 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. GCSE Maths and English.	E	✓			✓
2. Knowledge of policies, protocols and statutory guidance on pupil attendance.	E	✓		✓	
3. Working knowledge of strategies to improve attendance.	E		✓	✓	
4. Evidence of CPD in relation to attendance management.	D	✓			
5. Working knowledge of school policies on safeguarding including child protection, behaviour, teaching and learning, health and safety etc.	E	✓		✓	
Experience					
6. Experience of working with pupils and parents to improve pupil attendance.	E	✓		✓	
7. Experience of administering, assessing and analysing attendance data.	D	✓	✓	✓	
8. Experience of working collaboratively with other professionals e.g. health, social care.	D	✓		✓	

9. Experience of generating reports on SIMS/G4S.	D	✓		✓	
Skills and competencies					
10. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
11. Able to relate well to children and adults and in particular to establish positive relationships with pupils and support and challenge parents as appropriate.	E	✓	✓	✓	
12. Able to respond positively and effectively to unexpected problems and situations.	E	✓		✓	
13. Able to manage own caseload proactively and work with minimal supervision.	E	✓		✓	
14. Effective communication skills to establish positive working relationships with headteachers and external agencies, for example.	E	✓		✓	
15. Able to maintain manual and electronic records accurately and on a timely basis and deal appropriately with sensitive information.	E	✓		✓	
16. Able to travel between locations within the community.	E	✓			
Other					
17. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
18. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
19. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	