

Person Specification - Attendance Officer

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of producing and manipulating accurate data • Demonstrable organisational skills. • Experience of working with young people. • GCSE or equivalent Maths and English grade C or above. • Excellent ICT skills. 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office. • Knowledge of school management information systems e.g. Arbor • Previous experience of working in a school environment.
Knowledge and Skills	<ul style="list-style-type: none"> • Up to date knowledge of current Government Policy, especially in relation to Attendance and Behaviour including Parenting Orders and the Education (Penalty Notices) Regulations 2007. • Excellent numeracy and literacy skills. • Able to work on own initiative. • Able to work as part of a whole school team. • Able to lead meetings. • Excellent communication skills with staff, students and parents/carers. • Supportive and compassionate. • Excellent planning, time management and organisational skills. • Ability to maintain confidentiality. 	
Other	<ul style="list-style-type: none"> • Accuracy and attention to detail. • Highest levels of confidentiality. • Team orientated with well-developed interpersonal skills. • Ability to make decisions on the day to day operation of the Attendance/Punctuality system. • Flexible and adaptable. • Commitment to quality and continuous improvement. • Smart and professional appearance. 	<ul style="list-style-type: none"> • Practising Catholic. • Commitment to CPD.

	<ul style="list-style-type: none">• Ability to work both individually and as part of a team.• Highly committed to St Mary's school and the Trust.• Supportive of the Catholic ethos of the Trust.• Satisfactory DBS disclosure and standard Trust pre-employment checks.• A commitment to safeguarding and promoting the welfare of children and young people and willingness to participate in and apply appropriate training.	
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