



Person Specification – Attendance Officer

Criteria	Essential	Desirable
Education & Qualifications	- Good standard of general education (GCSEs or equivalent in English & Maths) - Evidence of CPD in attendance/administration related fields	- Further qualifications in administration, safeguarding or education
Experience	- Previous admin/attendance experience, ideally in a school/education setting - Managing attendance records & reporting systems - Handling confidential information	- Experience using school MIS systems (e.g. Arbor) - Parent-facing role experience
Knowledge & Skills	- Strong IT skills (Microsoft Office, databases) - Understanding of attendance regulations & safeguarding - Excellent organisation & prioritisation - Clear written & verbal communication - Ability to produce accurate reports & records	- Knowledge of child protection and safeguarding policies - Knowledge of 'working together to improve school attendance' guidance - First aid training or willingness to train - Experience supporting wider school admin (admissions, HR etc)
Personal Attributes	- Accuracy & attention to detail - Professional, approachable, supportive - Calm under pressure, resilient in challenging conversations - Commitment to promoting good attendance & student welfare - Flexible team player - Sense of humour	- Initiative to improve processes - Ability to contribute to whole-school projects
Values & Commitment	- Commitment to school ethos & values - Dedication to improving pupil outcomes - Respect for diversity & inclusion - Willingness for ongoing training & development	- Active involvement in community or school