**PERSON SPECIFICATION FOR ATTENDANCE OFFICER**

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and training | A good general education.GCSE English and Maths Grade C or above. | Further qualification in administration or financeWillingness to undertake further work related training |
| Experience | A minimum of 1 years’ experience working as an Attendance Officer in an education setting.Working with children, young people, parents and families preferably within an educational context.Working with professionals from other agencies and in multi-agency context.Using IT systems to compile reports as well as analysing statistical data for monitoring purposes. |  |
| Qualities, skills, knowledge and abilities. | Solid computer skills including word processing and spreadsheets, as well as databases.Excellent communication skills (written and verbal).An ability to multi-task.School systems and an understanding of the issues affecting truancy and non-school attendance.Demonstrate an understanding of issues that may affect a student’s ability to attend school.To be able to work calmly under pressure and to strict deadlines.Accuracy and attention to detail.Confidentiality.Ability to work effectively with limited supervision.Ability to build good working relationships with colleagues and students.A sense of humour! | Demonstrate knowledge of attendance regulations. |