**Person Specification – Attendance Officer**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

|  |  |
| --- | --- |
| 1 | GCSE English and Maths at Grade C+/4+ or equivalent |
| 2 | Ability to monitor, manage attendance data. |
| 3 | Experience of using Microsoft Office |
| 4 | Willingness to develop new skills by participating in CPD |
| 5 | Clean, full UK driving license. Access to own vehicle (with valid business insurance). Willingness to undertake home visits, both as a lone worker and paired with another member of staff. |
| 6 | Ability to maintain a professional manner in challenging situations |
| 7 | Commitment to the protection and safeguarding of children and young people |
| 8 | Ability to set targets and monitor progress |
| 9 | Ability to manage, analyse and interpret data and present reports |
| 10 | Ability work with adults who may be reluctant to receive help and support |
| 11 | Demonstrable awareness of legislation relating to school attendance |
| 12 | |  | | --- | | Ability to prepare and write reports and produce factual and statistical information as required | |
| 13 | Experience of working with young people of Primary and/or Secondary School age |

**Desirable**

|  |  |
| --- | --- |
| 14 | Level 2 /3 Support Work in Schools or similar, relevant qualification |
| 15 | First Aid Qualified (or willing to qualify) |
| 16 | Experience of maintaining an attendance system |
| 17 | Experience of liaising with external agencies |
| 18 | Experience of using Arbor system or similar data management system |

**Part B: Assessment Stage**

Items 1, 2, 3, 4 and 5 of the application stage criteria and the criteria below will be further explored at the assessment stage:

**Essential**

|  |  |
| --- | --- |
| 1 | A positive, supportive and co-operative team member |
| 2 | Excellent communication skills. |
| 3 | Ability to work independently and take initiative |
| 4 | Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy’s Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community |
| 5 | Commitment to equal opportunities policies relating to gender, race and disability in an educational context |
| 6 | Has up to date knowledge of relevant legislation and guidance in relation to working with young people |
| 7 | Ability to understand and relate well to young people |
| 8 | Ability to problem solve |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** |  | **Method** |  |
| Interview | Yes | Presentation | No |
| Lesson Observation | No | Structured discussion with learners | No |
| Other (specify) | No | Other (specify) | No |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1 | Enhanced Certificate of Disclosure from the Criminal Records Bureau |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | List 99 and/or POCA List (residential establishments only) check |
| 4 | Medical clearance |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |