

ATTENDANCE SUPPORT WORKER - PERSON SPECIFICATION

SALARY: GRADE C4/C5 £27,719 - £30,111 (Actual Salary)

36.5 hours per week (Term Time Only plus 2 weeks)

Hours 8.30am-4.30pm (Mon – Thurs), 8.30am-3.30pm (Fri)

	ESSENTIAL
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a school or educational organisation or community setting.• Experience of liaising with and supporting parent/carers.• Experience of working with children/young people• Experience of recording and administration of information.• Experience of working in situations where skills of interpersonal negotiation are necessary.
SKILLS/ABILITIES	<ul style="list-style-type: none">• The ability to interact positively with staff, parent/carers, pupils, external agencies and members of the public.• Knowledge of and ability to work effectively and communicate with, a wide range of organisations and people offering support, information, opportunities and guidance.• Ability to work effectively with families in the home environment as a strategy to improve attendance.• Ability to identify potential barriers to school attendance and engage in strategies to overcome these barriers.• Ability to work with individual children to set goals jointly as part of their action plan to improve attendance.• Skills of communication, verbal and written, giving advice and helping young people to identify their needs and potential.• Excellent administration, organisation and IT skills.• Ability to remain calm and work well under pressure, in a busy environment.
QUALIFICATIONS	<ul style="list-style-type: none">• Good standard of education, including English and Mathematics at GCSE grade C or above
OTHER REQUIREMENTS	<ul style="list-style-type: none">• Must have a full driving license and business insurance• Must have use of a car• Attendance at meetings/training/school events as required• Ability to demonstrate an understanding of policies and procedures in relation to safeguarding, health and safety, equal opportunities, data protection and confidentiality within the school environment.

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share its commitment. Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide. The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce.

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