



Attendance & Welfare Officer Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade C in English and maths • Experience of working in a school environment or other educational setting • Experience working directly with pupils and parents • Experience of working to deadlines • Experience analysing data and producing reports and identifying key insights 	<ul style="list-style-type: none"> • First Aid qualification, or a willingness to undertake this
Knowledge & Understanding	<ul style="list-style-type: none"> • Effective written and verbal communication skills • Able to effectively use and edit IT systems such as SIMS, Excel and CPOMs • Understanding of attendance administration • Understanding of statutory and local attendance processes • Understanding of attendance strategies and their effective implementation. • Understanding of Safeguarding and Child Protection issues. • Understanding of Data Protection 	
Skills & abilities	<ul style="list-style-type: none"> • Organised, proactive and self-motivated • A commitment to upholding and promoting the ethos and values of the school • Ability to create good relationships with pupils, staff and parents • Excellent negotiating and influencing skills, able to secure commitment from both internal and external stakeholders. • Well-developed analytical, planning and organisational skills • Accuracy in inputting and preparing statistical information in various formats as directed. • Ability to use IT systems to conduct analysis and produce reports • Ability to prioritise work and to manage work to meet tight deadlines • Ability to make decisions based on analysis, interpretation and understanding of relevant data and information • Ability to use knowledge and evidence to identify and address issues/queries • Evidence of problem-solving skills 	