

Person Specification

Post Title: Attendance and Welfare Officer

Salary: Scale 5 (Point 12-17)

Line Manager: Assistant Headteacher (Behaviour & Inclusion)

Essential and Desirable Qualities		Evidence Source			Essential <i>(All criteria must be met for shortlisting)</i>	Desirable <i>(The shortlisted candidate with the greatest number of these attributes will be offered the position)</i>
		Application Form	References	Interview		
Experience	Experience of working within a school setting	●				✓
	Experience of working in an office environment	●			✓	
	Experience of organising diaries and meetings	●			✓	
	Experience of BROMCOM, SIMS or similar database systems	●		●	✓	
	Experience of education welfare work including issuing legal documents	●		●	✓	
	Experience of working with hard-to-reach families as essential	●		●	✓	
	Experience of working with external agencies including Children's Services'	●			✓	

Qualifications	Grade 'C' or above GCSE or Equivalent in English	●			✓	
Skills	Evidence of effective communication skills	●			✓	
	Excellent working knowledge of Microsoft Office	●		●	✓	
	Self-motivated		●	●	✓	
	Able to interact with other external agencies effectively	●			✓	
Personal Qualities	Ability to work effectively under pressure		●		✓	
	Ability to maintain confidentiality at all times	●			✓	
	Adaptable, flexible and a good team player	●	●		✓	
	Displays a model of politeness and courteousness at all times			●	✓	
	Has not engaged in any criminal activity that may bring into question their ability to safeguard children or young people	●			✓	
	Recognising Safeguarding as a priority			●	✓	