

## Person Specification

**Job Title:** Education Welfare Officer/Attendance Manager

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
A relevant Level 3 qualification or an equivalent related professional qualification (qualifications below Level 3 will be considered if applicant demonstrates solid experience and evidence of continuous professional development).	✓	
Level 2 qualification in English and Maths or equivalent	✓	
Level 3 Child Safeguarding qualification		✓
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
<b>Experience</b>		
Experience of using an education welfare, social work or counselling approach to work with parents and children	✓	
Record keeping	✓	
Report writing	✓	
Experience of working in the education system and in multi-agency settings		✓
<b>Skills</b>		
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Excellent time management and organisation skills		
Resilience and an ability to work in difficult situations, including dealing with conflict	✓	

Ability to build effective working relationships with all stakeholders, including professionals, students and parents	✓	
Ability to undertake assessments and write reports to a high standard	✓	
Knowledge of the legislative framework that underpins school attendances and the work of an Education Welfare Officer		✓
Knowledge of safeguarding principles and legislation		✓
Ability to work well under pressure and manage competing deadlines		✓
Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures	✓	
<b>Other</b>		
Satisfactory DBS check	✓	
Full Driver's Licence	✓	