

**PERSON SPECIFICATION**

**Lead Attendance Officer**

|  |  |
| --- | --- |
|  | **Essential** |
| **Professional Characteristics** | The postholder will be required to show a commitment to the school’s aim of success for all by providing a high standard of service to staff, parents/carers, students, governors and visitors. |
| **Education, Qualifications and** **Knowledge** | * Good level of numeracy and literacy
* An understanding of the issues affecting truancy and non-school attendance
* Able to demonstrate knowledge of attendance regulations
* An understanding of issues that may affect a student’s ability to attend school
* Working knowledge of data protection legislation
* Evidence of recent continued professional development
 |
| **Experience** | * Proven experience of working in a successful team
 |
|  | **Desirable** |
| **Experience** | * Working with young people, parents and families in an educational context
* Line Managing a team
* An understanding of issues facing schools and the administrative provision they necessitate
* Experience of using the MIS Arbor database
 |
|  | **Essential** |
| **Skills and Abilities** | * Have a high standard of written and spoken English
* Confident and at ease when meeting and communicating effectively with a diverse range of people
* Be reliable and have a positive attitude
* Have a good attendance and punctuality record
* Be able to respect the confidentiality required of this post
* Have honesty and integrity
* Have excellent organisational skills
* Have excellent literacy, numeracy and IT skills
* Have excellent communication skills
* Be able to work as part of a team
* Be able to prioritise their workload
* Be willing to learn and flexible
* Be unafraid of taking on new challenges
* Have a good sense of humour
* Adaptable and flexible
* Have a clear commitment to the team approach; able to exchange ideas and provide support for colleagues
* Ability to communicate effectively with students and adults at all levels
* Good IT skills including Word, Excel and databases
 |
|  |  |
| **Performance Management** | Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school’s performance management cycle.  |
| **Equal Opportunity** | The postholder will be expected to undertake all duties in the context of and in compliance with the school’s equal opportunities policies.  |
| **Safeguarding Children** | The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. |