

School Attendance Officer Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For this job we are looking for	- Knowledge and understanding of working with children, young people and families and dealing with barriers to education. - Knowledge, and understanding of safeguarding procedures, child protection issues and law and regulations governing the employment of children. - Knowledge and understanding statutory legislation, guidelines and policies on attendance. - Experience of developing, implementing and monitoring administrative systems in a busy office environment. – - Experience of effectively, collating financial data and keeping financial records. - Ability to plan and prioritise own workload, and meet deadlines within fixed, sometimes conflicting, timescales. - Excellent IT skills, including spreadsheets, databases, word processing, and internet/intranet/email. - Excellent written, oral and listening communication skills for effective interaction with internal and external contacts including members of the public and staff at all levels. - Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives. - Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while understanding issues around confidentiality. - Problem solving skills and the ability to identify practical solutions.
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	- The role holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.
Personal Style & Behaviour	- Drive, tenacity, and an ability to maintain focus, objectivity and sound judgment under complex conditions to achieve desired outcomes. - Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships, which generate confidence and respect. - Personal commitment to excellence in service delivery. – - Flexibility to adapt to changing workload demands and new organisational challenges. - Desire to pursue own personal development and take full advantage of training provided. - Self-motivation and personal drive to complete tasks to required timescales and quality standards. - Ongoing commitment to inclusive education practices and equality of opportunity. - Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users. - To contribute to the management of change by effective planning, development and implementation of changes in working practice, new services or changes in service delivery. - Flexibility in approaches to work including service locations arrangements and working outside core hours. - Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).