



Person Specification

Job Title: Attendance Officer

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Experience of working in a school environment	✓	
Experience of working in a school attendance related role	✓	
Experience of using CMIS or SIMS software		✓
Skills		
Excellent communication skills	✓	
Excellent listening skills	✓	
Excellent time management and organisation skills	✓	
Excellent working knowledge of standard computer packages (word processing, mail merge, email, databases and spreadsheets etc)	✓	
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 remain professional at all times	✓	
Work effectively alone or within a group	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	

Understanding of academy child safeguarding procedures		✓
Other		
Satisfactory DBS check	✓	