



Person Specification for an Attendance Officer

The Governors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Education, Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Good academic standard of general education to GCSE/A Level standard/NVQ L3 or equivalent or equivalent proven work experience at these levels • Excellent administrative and ICT skills • Willingness to participate in training and development 	<ul style="list-style-type: none"> • 5 GCSEs or equivalent including grade C in English and Maths • Experience of using ICT in a learning environment • First Aid qualification

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience of working in an educational and/or social care setting with young people 	<ul style="list-style-type: none"> • Experience in working within statutory/voluntary agencies dealing with children and families. • Knowledge of the education system • Experience of working as an attendance or pastoral officer

Skills, Knowledge and Aptitude

Essential	Desirable
<ul style="list-style-type: none"> • Excellent communication, literacy and interpersonal skills, able to relate well to children, parents/carers, colleagues and other professionals • Flexible approach to supporting children and families • Ability to take the initiative and use effective strategies to overcome barriers to attendance • Understanding of codes of practice and recent relevant education policy • Demonstrable awareness of legislation relating to Academy attendance. 	<ul style="list-style-type: none"> • Ability to prepare and write reports and produce factual and statistical information as required. • Full working knowledge of all relevant policies/codes of practice and legislation • Demonstrated ability to take significant responsibilities and coordination, willing to go beyond goals that are expected



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<ul style="list-style-type: none"> • Demonstrable awareness of legislation relating to the welfare and protection of children. • Good organisational skills • Good inter-personal skills including mediation and conflict resolution. • Ability to work on own initiative within departmental protocols/procedures. • Ability to manage conflict and confrontational situations • Ability to display an understanding of social/welfare issues as they affect children, families and schools. • Good supporting skills and ability to contribute to a team • Calm and positive approach 	
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Physical, mental and emotional demands

Essential	Desirable
<ul style="list-style-type: none"> • Ability to work under pressure and some element of noise • Able to demonstrate resilience in dealing with challenging physical, mental and emotional situations • Ability to manage conflict and confrontational situations • Sensitive to the needs of children and their parents/carers 	

Other

Essential	Desirable
<ul style="list-style-type: none"> • Visiting families in their homes is a regular requirement of this post • Car owner or access to mobility transport • Full driving license • Flexibility in work pattern may be required occasionally 	