**Attendance Officer**

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| **Qualifications** | * 5+ GCSE A\* - G (or equivalent) including English and Mathematics.
* A full, clean driving license.
 | * 5+ GCSE A\* - C (or equivalent) including English and Mathematics.
 | * Application
* References
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| **Knowledge and skills** | * Knowledge and understanding of key government legislation surrounding attendance.
* An in-depth knowledge of steps that can be taken to support students in improving attendance.
* Knowledge of the social, emotional and mental health needs of young people.
* Good ICT skills
* An excellent understanding of Positive Discipline.
 | * Knowledge of the legal process surrounding poor attendance, including fines for parents.
 | * Application
* References
* Teaching exercise
* Interview and practical activities
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| **Experience** | * Recent experience working in a secondary school.
* Experience supporting students to overcome personal barriers to academic success.
 | * Experience working with a variety of external agencies to support young people.
* Experience working within the Attendance team in a large secondary school.
 | * Application
* References
* Interview and practical activities
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| **Continuous Professional Development** | * Evidence of commitment to continuing professional development.
 |  | * Application
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| **Personal Qualities** | * A passion for education and making a difference.
* Excellent communicator.
* Effective team member.
* Drive and determination.
* Ambition.
* Energy, enthusiasm, sense of humour.
* Willingness to contribute to the wider life of the Academy.
 |  | * Application
* References
* Interview and practical activities
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