**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to NVQ level 3 / 4 or equivalent. | Y |  |
| The ability to write to a good standard of literacy to include excellent report writing skills. | Y |  |
| A relevant degree. |  | Y |
| A professional qualification relevant to the post such as social worker, teaching, youth work or other relevant qualification. |  | Y |
| Driver’s Licence and access to a vehicle. | Y |  |

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| **Experience** | **Essential** | **Desirable** |
| At least one year’s related experience of work within a school attendance related service. |  | Y |
| Working with children, young people, parents and families preferably within an educational context. | Y |  |
| As a part of a team, as well as on your own initiative. | Y |  |
| Working with professionals from other agencies and in multi-agency context. | Y |  |
| Using IT systems to compile reports as well as analysing statistical data for monitoring purposes. | Y |  |

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| **Knowledge** | **Essential** | **Desirable** |
| School systems and an understanding of the issues affecting truancy and non-school attendance. | Y |  |
| Demonstrate an understanding of issues linked to confidentiality. | Y |  |
| Demonstrate knowledge of attendance regulations. |  | Y |
| Demonstrate an understanding of issues that may affect a student’s ability to attend school. | Y |  |

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| **Skills** | **Essential** | **Desirable** |
| Ability to communicate effectively both orally and in writing especially with students, parents, school staff, EWS, social workers and other professionals. | Y |  |
| Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups. | Y |  |
| Ability to persuade and negotiate as well as good interpersonal / communication skills. | Y |  |
| Able to use own initiative and work alone when necessary. | Y |  |
| Ability to overcome communication barriers with children and students. | Y |  |
| Ability to listen effectively. | Y |  |
| Ability to maintain accurate and up to date records. | Y |  |
| Ability to meet tight deadlines and plan and manage own time effectively. | Y |  |
| Demonstrate an ability to cope with stressful / conflict situations. | Y |  |