**Attendance Officer - Person Specification**

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| **Category** | **Essential** | **Desirable** | **How Identified** |
| **Education & qualifications** | * 5+ GCSE at grade C or above (or equivalent) |  | * Application form |
| **Experience** | * Successful experience of working with young people aged 11 - 18 * Successful experience of communicating with a range of adults such as parents, teachers, other professionals | * Experience of working in a secondary school | * Application form |
| **Skills and abilities** | * Effective communication skills both written and oral * Ability to communicate effectively with people when they are anxious, angry or upset * Good ICT skills and able to use Microsoft Office Word, emails and other common software packages * Ability to work calmly under pressure * Ability to work effectively in situations which can be emotional demanding * Ability to develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support | * Experience of using SIMS (School Information Management System) | * References * Letter of application * Interview |
| **Knowledge and understanding** | * Knowledge and understanding of Safeguarding and Child Protection * Understanding importance data protection * Understanding of importance of the need for confidentiality | * Knowledge of statutory framework in relation to school attendance | * References * Letter of application * Interview |
| **Motivation and Personality** | * Stamina, drive, resilience, enthusiasm and a determination to succeed. * Good team worker. * Ability to work under own initiative. * Understanding and sensitivity. * Ability to establish relationships built on trust. * Commitment to the equal value of and opportunities for all students. * Good sense of humour. | * Evidence of success in promoting the life- chances of young people | * References * Letter of application * Interview |