**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
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| **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
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| **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
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| **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
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| **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
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