**Person Specification**

**Job title:** **Attendance Officer**

**Main purpose of job**:

To work closely with the pastoral and administration teams to ensure that registration, absence and attendance procedures are correctly followed in senior school and to drive to improve pupil’s attendance and punctuality, where problems arise.

Applicants ought to possess a range of the following qualities and qualifications, plus a willingness to continue to develop their skills and attainments as benefits the role:

**Qualifications & Attainments**

1. Educated at a minimum to level 2, GCSE grade C or above in maths and English (or equivalent)
2. Ideally educated to degree level, or have an appropriate Secretarial or Administration Qualification

**Experience & Knowledge**

1. Substantive administrative and office experience
2. Experience of working in a school or other educational establishment, a similar role overseeing attendance will be a distinct advantage
3. Knowledge and understanding of the issues, concerns and needs of pupils across senior school age
4. Experience of working without direct supervision and as part of a team
5. Experience in providing excellent customer service
6. Experience in report writing, using both standard and ad hoc report designs, and in analysing data and trends
7. An understanding of the attendance monitoring requirements of being a Highly Trusted Sponsor under UKBA’s Points Based System

**Skills & Qualities**

1. Excellent communication skills with the ability to build sound relationships with students, parents and staff
2. Ability to use own initiative and think on one’s feet
3. High level organisational skills, with the ability to multi task and prioritise effectively
4. Excellent IT skills in Microsoft office, including Word, Excel, Outlook and Power point
5. Ability to manipulate data, to identify trends and patterns, undertake detailed analysis of data and produce effective reports and management information
6. Mature, friendly, approachable and patient with the ability to relate well to students
7. Openness to new ideas, practices and adaptable with a ‘can do’ attitude and the ability to influence staff, parents and pupils into following procedures

**Values & Ethos**

1. A supportive understanding of the ethos of independent education
2. Commitment to the School’s support and promotion of Equality & Diversity
3. Commitment to child protection and the promotion of a safe environment for children and young people to learn in
4. Commitment to continuous self-development and a willingness to learn