



GREENWOOD ACADEMIES TRUST

PERSON SPECIFICATION

Attendance officer

	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE grade C standard in English and mathematics		✓	Application form
Experience:			
Previous experience of monitoring attendance and reporting	✓		Application form; at interview and reference
Previous experience of working directly with children in an educational setting		✓	Application form; at interview and reference
Knowledge of Attendance, Child Protection and Safeguarding procedures, legislation and guidance	✓		Application form; at interview and reference
Effective use of ICT including word processing and data inputting skills	✓		Application form; at interview and reference
Personal and Professional Skills and Attributes:			
Ability to effectively communicate, build and maintain positive working relationships with pupils, staff, families and external agencies			
Highly motivated and enthusiastic	✓		Application form and at interview
High professional standards	✓		Application form and at interview
Excellent communication skills at all levels	✓		Application form and at interview
Ability to relate well to pupils, parents and outside agencies	✓		Application form and at interview
Ability to use initiative and utilise a range of solutions	✓		Application form and at interview
Confidence to challenge difficult or sensitive situations	✓		Application form and at interview
Ability to work effectively as a member of a team	✓		Application form and at interview
High quality organisational skills	✓		Application form and at interview
Ability to contribute fully to service developments and improvements	✓		Application form and at interview
An understanding of school roles and responsibilities and own position within these	✓		Application form and at interview
Understanding and respect for confidentiality in relation to all issues connected with the role	✓		Application form and at interview

Good interpersonal skills	✓		Application form and at interview
A commitment to working to strict deadlines	✓		Application form and at interview
Other:			
Must satisfy relevant employment checks	✓		Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
Good health and attendance record	✓

The Greenwood Dale Foundation Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.