



| Attendance Officer | | | |
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| Support Staff Grade G – part-time; term-time only | | | |
| Person Specification | | | |
| | Essential | Desirable | Evidence? |
| Qualifications and training | <ul style="list-style-type: none"> • A' level or equivalent Level 3 in a relevant area • GCSE grades C or above in English and maths, or equivalent • Record of effective training in related areas • Driving licence and own transport | <ul style="list-style-type: none"> • Qualification in youth work, mentoring or other similar qualification • Minibus driving qualification • Sound knowledge of educational policy and practice | Application Form |
| Experience | <ul style="list-style-type: none"> • Experience of at least two years' working with young people in a professional, educational or voluntary capacity • Experience of working in a busy and demanding environment • Experience of working independently and as part of a team • Experience of liaising with other professionals, parents and agencies | <ul style="list-style-type: none"> • Experience of working in a school environment • Experience in dealing with a range of adults | Application Form Interview Letter of Application |
| Skills and understanding | <ul style="list-style-type: none"> • Excellent communication / interpersonal skills with students, staff, parents, Senior Leaders and other agencies • Understanding of attendance legislation and responsibilities • Understanding of child protection legislation and responsibilities • Understanding the complexities of young people's emotional and educational needs and issues that may impact on attendance • Ability to communicate, motivate, support and inspire young people to attend well and aim high • Willingness to take on responsibilities and seek out solutions • Ability to plan and deliver programmes of support to enable students to attend well | <ul style="list-style-type: none"> • Experience of using SIMs or other data software • Experience of using Excel spreadsheets | Observation Reference Letter of application Interview |

- Ability to manage challenging situations, multi task and communicate effectively with a range of adults and agencies
- Ability to understand school SEND policy and practices
- Ability to assess and manage risk with regard to home visits and meetings with parents /students in school
- Ability to work effectively as part of a team and develop good working practices collaboratively
- Ability to build constructive relationships with parents/ carers/ outside agencies
- Excellent organisation / resource and time management
- Excellent ICT skills for communication, data analysis and presentation
- Ability to keep appropriate records and effectively share required information
- Ability to gather information, analyse data and produce reports with evidence
- Ability to inspire and motivate others

Attitudes

- Excellent personal record of attendance and punctuality
- Understanding the need for a reflective approach
- Understanding the importance of monitoring and evaluation
- Understanding the need to be an excellent role model to staff and students
- Positive and energetic with an enthusiasm for learning
- Sense of humour and fun
- Flexible and adaptable, able to work occasional evenings / weekends
- Team player

Application Form

Letter of Application

Reference

Interview

Observation

Please note:

This post holder is expected to be creative in their approaches to students and parents and to meet with them in school and at home.

