

Our Community — Our Future

A place of excellence where learners are proud of their school and confident of success

Maternity Cover: Community Attendance Liaison Officer - Person Specification				
ATTRIBUTES	DETAILS	ESSENTIAL	DESIRABLE	HOW EVIDENCED
KNOWLEDGE AND EXPERIENCE	• Good general education	✓		A
	• Further or higher education		✓	A
	• Experience of working with young people	✓		A / I
	• Experience of working in a school environment		✓	A / I
	• Experience of working to overcome barriers to attendance		✓	A / I
INTER-PERSONAL SKILLS	• Excellent level communication skills	✓		A / I
	• Ability to work with different groups e.g. pupils, parents, colleagues, to negotiate approaches and outcomes	✓		A / I
	• Flexibility	✓		A / I
	• Ability to work as a member of a team	✓		A / I
	• Patience and tact	✓		A / I
	• Resilience and a relentless pursuit of high aspirations for all young people	✓		A / I
SKILLS AND ATTRIBUTES	• Commitment to young people and their development	✓		A / I
	• An understanding of the issues young people face and an ability to empathise with them	✓		A / I
	• Ability to prioritise	✓		A / I
	• Ability to deal with conflicting demands	✓		A / I
	• Ability to maintain trust and confidentiality	✓		A / I
	• Ability to work under pressure	✓		A / I
	• Ability to work independently using initiative	✓		A / I
	• Good organisational skills	✓		A / I
	• Good working knowledge of computer programmes such as SIMS/Excel/Word	✓		A / I
ADDITIONAL FACTORS	• Be willing to undertake appropriate training and development	✓		I
	• Be proactive in own professional development	✓		I

Key:

A = Application

R = Reference

I = Interview

T = Task