



PERSON SPECIFICATION FOR ATTENDANCE OFFICER

CATEGORY	Essential	Desirable	Evidence From:
QUALIFICATIONS			
1. GCSE English (or equivalent)	✓		
2. GCSE Maths (or equivalent)	✓		
3. ECDL		✓	
4. SIMS		✓	
EXPERIENCE			
5. IT Skills in Microsoft Office, Excel, Word	✓		
6. Previous experience of working with young people		✓	
7. Previous experience of working in a school		✓	
SKILLS			
8. Good interpersonal and communication skills	✓		
9. Ability to organise and prioritise	✓		
10. Ability to maintain resilience, understanding and positive thinking	✓		
11. Ability to use initiative	✓		
QUALITIES			
12. Ability to be an active and full member of a team	✓		
13. Commitment to staff development	✓		
APTITUDE			
14. Empathy for young people	✓		

Outstanding Achievement for All