

Lancashire County Council

Person specification form		
Job title: Attendance Officer	Grade: 4/5	
Directorate: Children and Young People	Post number:	
Establishment or team: Sir John Thursby Community College		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications		
Minimum of 5 GCSEs at A* - C (or equivalent) inc. maths & English	E	A/R/C
Recognised and relevant NVQ Level 3 or equivalent	D	A/R/C
Experience		
Experience of operation of administrative/financial systems	E	A/I/T/R
School administrative experience including the use of Sims	E	A/I/T/R
Experience of working with children, young people and families	E	A/I/T/R
Experience of implementing planned programmes based on identified needs	E	A/I/T/R
Knowledge, skills and abilities		
Ability to relate well to children	E	A/I/T
Ability to relate well to parents / carers	E	A/I/T
Ability to interpret relevant legislation, policies and guidelines and apply to processes	E	A/I
Knowledge of the cultures and religions of communities local to the school	D	A/I
Knowledge of Child Protection procedures	D	A/I/T
Ability to work on own initiative	E	A/I
Good communication skills	E	A/I/T
Excellent IT skills with experience of software package applications including Excel	E	A/I/T
Good organisational skills	E	A/I/T
Ability to work accurately and prioritise workloads to meet deadlines	E	A/I/T
Ability to work as member of a team	E	A/I
First Aid Certificate or willingness to undertake training	D	A/I
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3	E	A/I/T
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I

3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	R
5. Commitment to own professional development	E	I
6. Commitment to confidentiality and data protection compliance	E	I
Prepared by: Claire George		Date: Dec 2018
Note: We will always consider your references before confirming a job offer in writing.		