

## Person Specification – Attendance Manager

**Responsible to:** Data Manager

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form / Supporting Statement	Interview	Assessment
<b>Experience:</b>				
• Experience in the role of Attendance Officer in a school	E	✓	✓	
• Experience of establishing positive relationships with staff, students and parents	E	✓	✓	
• Experience of working with School Attendance Intervention Model including making referrals and issuing EPNs	E	✓	✓	
• Experience using Bromcom or similar MIS systems (e.g. SIMS, Arbor)	E	✓	✓	✓
• Experience of working effectively within a team and playing a motivating role	E	✓	✓	
<b>Qualifications / Training:</b>				
• A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English	E	✓	✓	✓
• Evidence of commitment to own education and training	D	✓	✓	
• You will have or be willing to undergo appropriate First Aid training	E	✓	✓	
<b>Knowledge / Skills:</b>				
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	E	✓	✓	✓
• The ability to produce reports professionally and in a timely manner for a range of recipients	D	✓	✓	✓
• A proven track record of successful communication with parents, or other stakeholders in a professional manner	E	✓	✓	✓

• Knowledge of attendance processes and penalties within the Borough	E	✓	✓	
• The ability to quickly establish positive working relationships with a wide range of people from within and outside the School	E	✓	✓	
• Knowledge of attendance targets and strategies to support the School in working towards them	E	✓	✓	
• The ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective	E	✓	✓	
<b>Personal Characteristics:</b>				
• Positive, common sense approach and the ability to use initiative	E	✓	✓	✓
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	E	✓	✓	
• You have an awareness of and a commitment to equal opportunities	E	✓	✓	
• You have a commitment to safeguarding and promoting the welfare of children, young people and adults	E	✓	✓	
• You have an awareness and adherence to relevant health and safety regulations and policies	E	✓	✓	
• Able to work as part of a team and independently, as required, recognising and accepting line management	E	✓	✓	
• You are punctual, flexible, reliable, well organised with good time-keeping and time-management	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.