Person Specification: Attendance Officer

The School is committed to safeguarding and promoting the welfare of children and young people and expects

all staff and volunteers to share this commitment.

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|  | **Essential** | **Desirable** | **Method of**  **assessment** |
|  | Qualities without which the applicant could not be appointed | Extra qualities which are used to choose between applicants who  meet all of the essential criteria |  |
| Qualifications | * English and mathematics GCSE/O Level/Level 2 | * ICT training and certificates. * Further education training and   qualifications. | In the application form |
| Experience | * experience of good communication via the telephone, email and letter * Demonstrable awareness   of legislation relating to school attendance   * Experience of working with young people of Primary and/or Secondary School age * Ability to maintain a   professional manner in challenging situations | * Experience of liaising with external agencies * Experience of   maintaining an attendance system | In letter of application.  Questions at interview |
| Skills | * Operate IT systems * An ability to carefully check attendance registers * An ability to relate to and to talk with parents and students about attendance. * Process parental request for students requiring   leave during term time. | * Operate SIMS/lesson monitor. * Generate   attendance reports on SIMS   * An ability to provide   weekly and termly data to relevant members of staff. | At the interview  In the personal statement/letter of application |

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|  | * An ability to conduct home visits * Ability to understand and relate well to young people |  |  |
| Personal competencies and qualities | * An ability to take on advice and feedback. * An ability to work positively and respectfully with all members of the regional team from operations and education. * Motivation and total enjoyment in working with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * An ability to motivate and speak respectfully at all time to and with students, particularly those who are vulnerable, disadvantaged or different in some way. * Energy, Self- motivation. | * A willingness or experience in leading trips and visits, events, leading extra- curricular activities and a willingness to go the extra mile. * A very good knowledge of how to support and guide students who have special educational needs and or disabilities, those who are high ability and those who are disadvantaged. * A very good knowledge or how to support and guide students who have different faiths and beliefs, or no belief; those of different genders including transgender young people; those with different sexualities; students from different racial heritages; * A good   understanding of how to promote fundamental British  Values and SMSC. | Letter of application  Interview |

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|  |  | * A knowledge of all policies, procedures and relevant practices within geography curriculum in particular those relating to Health & Safety of staff, students and visitors. * A good understanding of safeguarding systems and the links with attendance |  |