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 whomeet 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 interviewIn 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
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| 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 BritishValues and SMSC. | Letter of applicationInterview |

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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
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