

Inspire Academy PERSON SPECIFICATION

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| JOB TITLE: | Welfare / Attendance Officer 0.2 FTE Teaching Assistant |
| RESPONSIBLE TO: | Welfare Manager |
| RESPONSIBLE FOR: | Deputy Safeguarding Officer, Attendance, Multi-agency links, Anti-bullying |
| GRADE: | NJC C2 scale point 12 (£24,496 FTE) |
| JOB REFERENCE: | |

The person specification outlines the main criteria for the post and short listing will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using experience gained either in paid or voluntary work.

A. EXPERIENCE:

- Experience working in an educational safeguarding setting
- Experienced administrator, with excellent attention to detail and record-keeping
- Experience of designing and producing reports
- Experience dealing with pupil attendance, including analysing data
- Experience of working directly with pupils, young people and their families

B. SKILLS / KNOWLEDGE:

- Ability to work confidentiality and without supervision
- A team player, with an ability to work under pressure and prioritise effectively
- A high degree of initiative, flexibility, diplomacy and patience
- Numerate and ability to assimilate complex information and data quickly and accurately
- Confident building relationships with a wide variety of colleagues and stakeholders
- Excellent knowledge of general IT systems and MS Office applications (Word, PowerPoint, Excel)

- Ability to build effective relationships, both internally and externally, showing sensitivity for others' viewpoints and valuing diversity
- Strong oral and written communication and interpersonal skills with the ability to confidently and objectively support people at all levels
- Interest in improving business processes and a proactive approach to doing so
- An interest in children and young people's mental health and early intervention (Desirable)
- Knowledge of the UK school's system, local authorities and the NHS (Desirable)

C. QUALIFICATIONS:

- NVQ Level 3 in relevant discipline (Desirable)