

Attendance and Inclusion Officer

Academy: [The Hayesbrook School, Tonbridge, Kent](#)

October

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications/Experience	<ul style="list-style-type: none">English & Maths GCSE or equivalent at C or aboveCompletion of further education (or relevant work experience)Have experience of working with young people in an educational setting	<ul style="list-style-type: none">Have worked in an attendance officer roleCompletion of Higher education i.e degree/HND
Knowledge/Skills	<ul style="list-style-type: none">Ability to manage workload effectivelyAbility to anticipate and develop processesExcellent IT skillsAbility to identify trends in data and present these in a reportBe outward looking in seeking solutions to issuesUnderstand the important of networking with other professionals both in and outside of the academy	<ul style="list-style-type: none">Coaching and/or mentoring skillsConflict handlingKnowledge of the schools admissions processSIMS (School Information Management System)Knowledge of the external support services available to schools
Personal qualities	<ul style="list-style-type: none">An immovable belief that all young people deserve the very best from their schoolA commitment to ensuring young people are successful in preparing for a bright futureIntegrity and flexibilityAbility to communicate with various stakeholdersAttention to detail in all areas of their workAbility to work as part of a team and also independentlyEmotional intelligence and personal resilience	
Other requirements	<ul style="list-style-type: none">Committed to safeguarding and promoting the welfare of young people	