

***‘Helping every person achieve things they never thought they could’***

## **PERSON SPECIFICATION**

|                  |                           |
|------------------|---------------------------|
| <b>Job Title</b> | <b>ATTENDANCE OFFICER</b> |
|------------------|---------------------------|

| <b>QUALIFICATIONS</b>                                    | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|----------------------------------------------------------|------------------|------------------|
| Level 2 qualification in English and Maths or equivalent | √                |                  |

| <b>EXPERIENCE</b>                                                                                                     | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|-----------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Accurate data management                                                                                              | √                |                  |
| Report writing                                                                                                        | √                |                  |
| Experience of working in a school environment                                                                         |                  | √                |
| Experience and knowledge of issues affecting students and young people and to offer supportive assistance             |                  | √                |
| <b>SKILLS</b>                                                                                                         | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing                            | √                |                  |
| Ability to use standard ICT packages including Microsoft Office                                                       | √                |                  |
| Excellent time management and organisation skills                                                                     | √                |                  |
| Resilience and an ability to work in difficult situations                                                             | √                |                  |
| Ability to build effective working relationships with all stakeholders, including professionals, students and parents | √                |                  |
| The ability to plan, organise and prioritise workloads at a high level                                                | √                |                  |
| Ability to work well under pressure and manage competing deadlines                                                    | √                |                  |
| Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues            |                  | √                |
| Understanding of School child safeguarding procedures                                                                 | √                |                  |

|                                                                                                                      |                  |                  |
|----------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Knowledge of the legislative framework that underpins school attendance and the work of an Education Welfare Officer |                  | √                |
| Knowledge of safeguarding principles and legislation                                                                 |                  | √                |
| <b>OTHER</b>                                                                                                         | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
| Satisfactory DBS check                                                                                               | √                |                  |
| Full Driver's License                                                                                                | √                |                  |

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| <b>Date Person Specification prepared/updated</b> | April 2024  |
| <b>Person Specification prepared by</b>           | Mr D Mckeon |