

Person Specification: Attendance Manager

Key to identification: A = Application I = Interview R = Reference

Knowledge and experience	E/D	A/I/P
Understanding of key educational issues relating to school attendance, inclusion and raising attainment	E	A/I
Knowledge of child protection issues	E	A/I
Experience of working with Local Authority attendance teams	E	A/I
Experience of submitting Fixed Penalty Notices and Notices to Improve	E	A/I
Experience of preparing court documents	E	A/I
Experience of working with young people	D	A/I
Experience of working with parents/carers/schools	D	A/I
Qualifications and training		
Good standards of education up to GCSE or equivalent including Maths and English - excellent literacy and numeracy skills	E	A
Evidence of continued professional development	D	A/I
Good ICT skills to support work related tasks	E	A/I
Skills and abilities		
Ability to work effectively as part of a team	E	A/I/R
Ability to manage workload and prioritise a caseload, working to deadlines	E	A/I
Ability to build and maintain effective relationships with pupils and colleagues	E	A/I
Effective written and presentation skills	E	A/I
Ability to work collaboratively with other agencies/services	E	A/I
Ability to communicate effectively with a wide variety of audiences	E	A/I
Full driving licence and access to a vehicle	E	A/I
Be resilient and demonstrates ability to work well under pressure.	E	A/I/R
Able to adopt a flexible working practice.	E	A/I
Effective and efficient organisation and administrative skills.	E	A/I/R