

PERSON SPECIFICATION

Grade 6

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The ***Essential*** Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The ***Desirable*** Criteria are used to help decide between candidates who meet ALL the Essential Criteria.
- The ***How Identified*** column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	- To possess a Level 2 qualification in Literacy/Numeracy or to possess GCSE English and Mathematics at Grade A* - C. - Experience of work within a school attendance related service which can be evidenced - Experience of general clerical/administrative /financial work. - Willingness to participate in relevant training and development opportunities. - Experience of using ICT packages i.e. Microsoft Word, Access, Excel - Using IT systems to compile reports, record information and analyse statistical data for monitoring individuals and groups. - Requirement to attend DfE Induction training.	Application Form/ Checking of Certificates Practical test at interview stage	NVQ 2 or equivalent qualification in relevant administrative discipline.	Application form and interview
SKILLS AND KNOWLEDGE	- Ability to work effectively within a team environment, understanding classroom roles and responsibilities. - Broad and in depth knowledge of attendance regulations /relevant policies/codes of practice including how this relates to OFSTED requirements and awareness of legislation.	Application Form/Interview		Application Form/Interview

	• Ability to communicate effectively both orally and in writing with e.g. school staff, Education Welfare Officer and other professionals/agencies i.e. telephone, e-mail, face to face • Ability to build and maintain effective working relationships with all pupils, parents, outside agencies and colleagues. • Ability to negotiate and persuade as well as good interpersonal and communication skills. • Demonstrate an ability to cope with stressful/conflict situations. • Ability to work with professionals from other agencies and in a multi-agency context. • Understanding of factors affecting pupil attendance and knowledge of a range of measures to tackle attendance issues. • Ability to analyse data and other information and to produce reports for Governors/Senior Leaders and Headteacher with recommendations for action required. • Ability to prioritise own workload, ensure deadlines are met and attendance legislation is followed. • Ability to work on own initiative in dealing with attendance issues, communicating information to Senior Leaders where required. • Demonstrate an understanding of issues linked to confidentiality. • Ability to promote a positive ethos and role model positive attributes. • Ability to continually develop and extend own working practices. • Understanding of other basic technology-photocopier, scanner etc.			
SPECIAL WORKING CONDITION	• Ability to attend occasional meetings out of school hours. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	Interview		