

	<ul style="list-style-type: none"> • 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. 			
<p>SPECIAL WORKING CONDITION</p>	<ul style="list-style-type: none"> • 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. 	<p>Interview</p>		