**Attendance Officer**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications and training** | * 5 GCSEs including Maths and English grade A - C
* NVQ level 3 or equivalent qualification or experience
* Full driving licence and access to transport that can be used for the post
* Evidence of recent CPD relevant to post
 | Supporting qualifications for the role of an EWO/Attendance Officer | Application formCertificates |
| **Experience** | * Experience of working within a school environment
* Experience of working as an Educational Welfare Officer or worked in the field of school attendance
* Experience of working with SIMS and attendance data
* Experience of effective working with external agencies to support families, children and adults.
 | Experience taking a lead in a TAF or supporting the work of TAF’s | Application formInterviewReference |
| **Skills, knowledge and aptitude** | * Willing to undertake continuing professional development
* Up to date knowledge of government legislation relating to attendance issues
* An ability to communicate effectively with students and their families
* Ability to communicate effectively orally and in writing
* Good organisational, planning and administrative skills
* Ability to use IT effectively
* A sound knowledge of the roles of children support services
* Evidence of effective collaboration with external agencies
* Commitment, enthusiasm and drive to achieve
* An ability to work under pressure
* Able to offer a flexible and innovative approach to the role
* Commitment to safeguarding and promoting the welfare of children
* Evidence of effective team work
* The resilience to meet and overcome challenges
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| **Personal qualities** | * Approachable manner, reliable, conscientious, articulate and flexible.
* Sensitive to the needs of vulnerable children and their parents.
* Commitment to achieve high standards and to continuing personal and professional development.
* High level of confidentiality and discretion.
* Enthusiasm, drive and self-motivation.
* Adopts a calm and positive approach when dealing with young people.
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