**Attendance Officer**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 form  Certificates |
| **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 form  Interview  Reference |
| **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 |  | Application form  Interview  Reference |
| **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. |  | Application form  Interview  Reference |