

Person Specification

Access and Attendance Officer



Part A

The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage.

Essential

1. Experience of safeguarding practice and procedures
2. Evidence of problem solving skills and applying creative effective solutions to support business needs
3. Ability to use your own initiative to prioritise workload and manage competing deadlines
4. Ability to challenge in difficult situations
5. Experience of improving systems and procedures
6. Experience of contributing to the development of policies and protocols
7. Experience in a closely related area of work, working with parents and carers

Desirable

1. Relevant experience of Capita One application
2. Experience of working in Elective Home Education, Children Missing Education, School Attendance, Exclusions or Alternative Education
3. Recognised appropriate professional social work, youth work or education qualification

Part B

The following criteria will be explored further at the interview stage.

- Approach to team work
- Problem solving, negotiation and facilitation skills
- Managing conflict
- Organisational skills
- Data protection and information sharing
- Knowledge of school attendance strategies
- Analytical skills