

**Ox Close Primary School**

**Person Specification: Parent Support Advisor / Attendance Manager**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Application** | * Accurate and well –presented form, demonstrating a good standard of written English. * Letter of application of no more than 1000 words outlining the suitability for the position. |  | Letter  Application |
| **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 Attendance Officer. * Supporting qualifications for the role of a Parent Support Advisor. | Application  Certificates |
| **Experience** | * Experience of working within a school environment. * Experience of working as an Educational Welfare Officer, or working in the field of school attendance, or working as a Parent Support Advisor. * 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. * Safeguarding Level 2 * Experience of supporting parents within a variety of settings including home settings. | Application  Interview  Reference |
| **Skills, Knowledge and Understanding** | * Willing to undertake continuing professional development. * Up to date knowledge of government legislation relating to attendance issues. * An ability to communicate effectively with pupils 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 teamwork. * The resilience to meet and overcome challenges. | * Training on SAFs and TAFs. | Application  Interview  Reference |
| **Personal Attributes** | * 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 parents, pupils and staff. |  | Application    Interview  Reference |