

**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.
 |  | LetterApplication  |
| **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.
 | ApplicationCertificates |
| **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 InterviewReference |
| **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.
 | ApplicationInterviewReference |
| **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 InterviewReference |