



Person Specification

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|----------------------|---------------------------|
| JOB TITLE: | Attendance Officer |
| SCHOOL/TRUST: | NEAT Central Team |
| DATE: | March 2018 |
| STATUS: | Final |

| CRITERIA | Essential/ Desirable | Application | Tasks | Interview | Vetting checks |
|--|---------------------------------|--------------------|--------------|------------------|---------------------------|
| Knowledge and qualifications | | | | | |
| 1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. GCSE Maths and English | E | ✓ | | | ✓ |
| 2. Knowledge of policies, protocols and statutory guidance on pupil attendance | E | ✓ | | ✓ | |
| 3. Working knowledge of strategies to improve attendance | E | ✓ | | ✓ | |
| 4. Evidence of CPD in relation to attendance management | D | ✓ | | ✓ | |
| 5. Working knowledge of school policies on safeguarding including child protection, behaviour, teaching and learning, health and safety etc | E | ✓ | | ✓ | |
| Experience | | | | | |
| 6. Experience of working with pupils and parents to improve pupil attendance | E | ✓ | | ✓ | ✓ |
| 7. Experience of administering, assessing and analysing attendance data | D | ✓ | ✓ | ✓ | ✓ |
| 8. Experience of working collaboratively with other professionals e.g. health, social care | D | ✓ | | ✓ | ✓ |
| Skills and competencies | | | | | |
| 9. Able to relate well to children and adults and in particular to establish positive relationships with pupils and support and challenge parents as appropriate | E | ✓ | ✓ | ✓ | |
| 10. Able to respond positively and effectively to unexpected problems and situations | E | ✓ | | ✓ | |
| 11. Able to manage own caseload proactively and work with minimal supervision | E | ✓ | ✓ | ✓ | |
| 12. Effective communication skills to establish effective working relationships with headteachers, external agencies etc | E | ✓ | | ✓ | |
| 13. Able to maintain manual and electronic records accurately and on a timely basis and deal appropriately with sensitive information | E | ✓ | | ✓ | |
| 14. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and | E | | | ✓ | ✓ |



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|--|-------------------------|-------------|-------|-----------|-------------------|
| maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | | | | | |
| Other | | | | | |
| 15. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role | E | ✓ | | ✓ | ✓ |
| 16. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role | E | | | | ✓ |
| 17. Able to use own transport to travel between schools and homes | D | ✓ | | ✓ | |