**WELLFIELD SCHOOL**

**Person specification for the post of Attendance Officer**

Grade 6 (£20,541 - £23,111 pro rata)

(37 hours per week, term time only)

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| **Criteria** | **Essential** | **Desirable** |
| **Education and Experience** | * Level 4 qualification in relevant area * 5 GCSE’s at grade C and above, including English and maths, or equivalent qualifications * Full driving licence or access to means of mobility support * Experience of working with children (either paid or unpaid capacity) preferably in an education setting. * Good ICT skills | * Working with families to support attendance * Working with external agencies * Working in a school environment |
| **Knowledge and Understanding** | * Understanding of attendance management strategies * Knowledge of SIMS * Experience of supporting the welfare of pupils and their families |  |
| **Skills** | * Excellent organisational skills * Excellent language and communication skills * Ability to work to deadlines and prioritise workload * Ability to follow instructions & take advice * Sound IT skills to maintain electronic records |  |
| **Abilities** | * Able to form and maintain appropriate professional relationships with students * Ability to work within a team * Ability to deal with sensitive information in a confidential manner * Ability to use own initiative and work flexibly * Ability to produce written reports to a high standard using word processing and spread sheet packages | * A commitment to provide a responsive and supportive service |
| **Other** | * Understanding and a genuine commitment to equal opportunities * A sense of humour * Enthusiastic, hard working & self-motivated |  |