**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
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| **Knowledge and Understanding** | * Understanding of attendance management strategies
* Knowledge of SIMS
* Experience of supporting the welfare of pupils and their families
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| **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
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| **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
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| **Other** | * Understanding and a genuine commitment to equal opportunities
* A sense of humour
* Enthusiastic, hard working & self-motivated
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