

## Access and Attendance Assistant

### Part A

The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage.

#### Essential

1. Experience of working with or in schools
2. Good understanding of relevant statutory requirements for school attendance and children missing education
3. Good oral and written communication skills gained through multi agency working
4. Good ICT skills in Microsoft Office and using large databases
5. Attention to detail and accuracy skills
6. Good organisational and time management skills
7. Knowledge of procedures in relation to safeguarding children
8. Understanding of data protection and confidentiality principles

#### Desirable

1. Relevant experience of Capita One application
2. Experience of working in Elective Home Education, Children Missing Education, School Attendance, Exclusions or Alternative Education
3. Relevant professional qualification with evidence of relevant continued professional development

### Part B

The following criteria will be explored further at the interview stage.

- Approach to team work
- Data collection, analysis and presentation skills
- Experience of challenging individuals whilst maintaining positive working relationships
- Ability to act autonomously and to use own initiative
- Commitment to equalities