

## PERSON SPECIFICATION- Attendance Officer

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> GCSE English and Maths or equivalent	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Level 2 /3 Support Work in Schools	<b>D</b>	
<input type="checkbox"/> Experience of using SIMS system or similar data management system	<b>E</b>	
<input type="checkbox"/> Experience of using Microsoft Office	<b>E</b>	
<input type="checkbox"/> First Aid Qualified (or willing to qualify)	<b>E</b>	
<input type="checkbox"/> Willingness to develop new skills by participating in CPL	<b>E</b>	
<input type="checkbox"/> Evidence of relevant CPL	<b>E</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Demonstrable awareness of legislation relating to school attendance	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to prepare and write reports and produce factual and statistical information as required.	<b>E</b>	
<input type="checkbox"/> Experience of working with young people of Primary and/or Secondary School age	<b>E</b>	
<input type="checkbox"/> Experience of working with adults who are reluctant to engage with support	<b>E</b>	
<input type="checkbox"/> Experience of working as part of a schools pastoral team	<b>E</b>	
<input type="checkbox"/> Ability to maintain a professional manner in challenging situations	<b>E</b>	
<input type="checkbox"/> Experience of maintaining an attendance system	<b>E</b>	
<input type="checkbox"/> Experience of liaising with external agencies	<b>E</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Ability to monitor, manage attendance data.	<b>E</b>	Application form/Interview/
<input type="checkbox"/> Ability to manage, analyse and interpret data and present reports	<b>E</b>	
<input type="checkbox"/> Ability to support and monitor the work of colleagues	<b>E</b>	

<input type="checkbox"/> Ability work with adults who may be reluctant to receive help and support	<b>E</b>	Task (if applicable)
<input type="checkbox"/> Ability to set targets and monitor progress	<b>E</b>	
<input type="checkbox"/> Ability to understand and relate well to young people.	<b>E</b>	
<input type="checkbox"/> Ability to problem solve	<b>E</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A positive, supportive and co-operative team member	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Excellent communication skills.	<b>E</b>	
<input type="checkbox"/> Ability to work independently and take initiative	<b>E</b>	
<input type="checkbox"/> Willingness to work outside normal academy hours in line with academy and community needs	<b>E</b>	
<input type="checkbox"/> Willingness to travel to multi-site locations across the Trust-Current/Valid clean driving licence is required	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	