

# Person Specification



## Attendance Support Officer

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Criteria	Essential	Desirable	Evidence
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Educated to NVQ level 3 / 4 or equivalent</li> </ul>		Certificates  Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous relevant experience working with children and young people</li> <li>Experience of using data systems, such as SIMS</li> </ul>	<ul style="list-style-type: none"> <li>At least 1 year's related experience of work within a school attendance related service</li> </ul>	Application Form  Reference
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Sound knowledge of Policies, Procedures and Legislation relating to children and young persons</li> <li>Organisational context of Service and relevant Support Services</li> <li>Awareness of the value of multi-disciplinary approach to problem solving</li> <li>Ability to relate well to staff at all levels</li> <li>Ability to work co-operatively with the team and other agencies</li> <li>Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding</li> <li>Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports</li> <li>Individual and family counselling skills</li> <li>IT Literate, capable of using MS Word / Excel and office packages</li> <li>Ability to work under pressure to tight deadlines on a number of different projects</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of child protection issues</li> </ul>	Application Form  Interview  Reference
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Participate in development and training opportunities</li> <li>Ability to abide by company policies and procedures</li> <li>A professional responsibility to promote and safeguard the welfare of children and young people</li> <li>Ability to work outside office hours as necessary</li> </ul>		Application Form  Reference  Interview  DBS

	<ul style="list-style-type: none"> <li>• A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy</li> <li>• Suitability to work with children</li> </ul>		
--	--	--	--

**Thornaby Academy and Teesside Learning Trust are committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment.  
All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**