

**CHILDREN’S SERVICES**

**PERSON SPECIFICATION**

**POST TITLE:** Attendance Officer

**GRADE:** Band 5

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** | * 5 GCSE’s Grade C or above, or equivalent including English and Maths
 | * Relevant community work qualification
 | * Application form
* Certificates
 |
| **Work Experience** | * Work with children and families
* Working in an administration capacity
 | * Home visitation experience
 | * Application form
* Interview
* References
 |
| **Knowledge/****Skills/****Aptitudes** | * Able to relate to children and families
* Able to build positive working relationships
* Able to work with other professionals
* Able to work as part of a team
* Able to use IT
* Excellent communication skills
 | * Knowledge of law relating to school attendance
* Knowledge of the ‘Working Together to Improve School Attendance’ guidance
 | * Application form
* Interview
* References
 |
| **Disposition** | * Able to work under pressure
* Able to prioritise work and meet deadlines
* Able to work alone as well as part of a team
* Committed to the principles of Equal Opportunities
* Flexible approach to work
 |  | * Interview
* References
 |
| Circumstances | * Full current driving licence and access to vehicle for home visits
* Prepared to work outside normal office hours when required
* Prepared to undertake appropriate training or studies
* Enhanced clearance from the Disclosure and Barring Service
 |  | * Interview
* References
* DBS check
 |