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**CHILDREN’S SERVICES**

**PERSON SPECIFICATION**

**POST TITLE:** Attendance Officer

**GRADE:** Band 5

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|  | **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 |