

Person Specification: Attendance Officer

Category	Essential	Desirable	Evidence gained from
Qualifications & Training	GCSE Grade C or above in English and maths or equivalent	Evidence of further qualifications or professional development	- Application Form - Certificates
Experience	- Experience of working with children and families where attendance at school is a concern - Experience of engaging hard to reach families working in partnership with external agencies - Experience of motivating students - Experience of working with students and their families	- Experience of working with students aged 14-19 in an educational setting - Experience of using student data to set targets, monitor progress & review	- Application Form - Interview - References
Knowledge & Skills	- Ability to motivate students to reach their true potential - Understanding of the statutory framework relating to school attendance and parent responsibility - Good written and verbal communication skills - Ability to interpret data and produce reports	- Experience in using student data to set targets, monitor progress and review. - Detailed understanding of school attendance legislation	- Application Form - Interview - References

	• Ability to use own initiative when required • Ability to work collaboratively with colleagues • Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners		
Other Requirements	• A commitment to safeguarding and promoting the welfare of children and young people • A commitment to personal professional development • A commitment to equal opportunities and promoting diversity • A flexible approach with an ability to adapt.		• Application Form • Interview • References