

PERSON SPECIFICATION – ATTENDANCE OFFICER

	CRITERIA	Essential/ Desirable	Where assessed
	Qualifications and Education		
1	A good standard of education	E	A/C
2	Further relevant training/development	D	A/C
	Experience and Knowledge		
3	Experience of working with pupils and parents/carers to improve pupil attendance	E	A, I, R
4	Experience of administering, assessment and analysing attendance data	D	A, I, R
5	Experience of working collaboratively with other professionals	E	A, I, R
6	Working knowledge of policies, protocols and statutory guidance on school attendance	E	A, I, R
	Skills		
7	Excellent written and verbal communication skills	E	A, I, R
8	Ability to work alone and make decisions when required as well as working as part of a team	E	A, I, R
9	Ability to work with students, parents/carers and external agencies in a professional manner	E	A, I, R
10	Ability to organise work, prioritise tasks and manage time effectively	E	A, I, R
11	Ability to use a variety of IT packages including management information systems	E	A, I, R
	Personal Attributes		
12	A commitment to safeguarding and promoting the welfare of children and young people	E	A, I, R
13	Flexible and able to use own initiative	E	A, I, R
14	A sympathetic understanding of broad needs of secondary aged students	D	A, I, R
15	Ability to develop and deliver new strategies and approaches to secure good attendance across all year groups	D	A, I, R

Key: Where Assessed

A – Application Form

C – Certificates

I – Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.