

Person Specification: Attendance Officer

	CRITERIA	Essential/ Desirable	Where assessed
	Qualifications and Education		
1	A good standard of education	E	A/C
2	Willingness and ability to obtain and/or enhance qualifications and training and development in the post.	E	A/I
	Experience and Knowledge		
3	Experience of working with children and families where attendance at school is a concern	E	A, I, R
4	Experience of engaging hard to reach families working in partnership with external agencies	E	A, I, R
5	Understanding of the statutory framework relating to school attendance and parental responsibility	E	A, I, R
6	Experience of motivating students		
	Skills		
7	Strong interpersonal skills and the ability to build effective relationships with a range of stakeholders including students, parents, carers and external organisations	E	A, I, R
8	Ability to empathise with the needs of children and to develop positive professional relationships with them	E	A, I, R
9	Good written and verbal communication skills	E	A, I, R
10	Ability to deal effectively with complex situations and make informed decisions	E	A, I, R
11	Ability to produce effective, concise reports and referrals for a range of external agencies	E	A, I, R
12	Ability to work collaboratively with colleagues and external agencies	E	A, I, R
	Personal Attributes		
13	A strong commitment to promoting equality, diversity and inclusion, and ensuring that all students have access to the same opportunities and support	E	A, I, R
14	A commitment to the safeguarding of all students and promoting the welfare of children and young people.	E	A, I, R
15	A commitment to inclusive secondary education		
16	Commitment to continuous improvement, with a willingness to learn and develop professionally	E	A, I, R
17	Resilient and adaptable, with the ability to work under pressure and manage competing priorities	E	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.

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.