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PERSON SPECIFICATION

Post title:	Attendance Officer
Academy:	Wearside Cluster (primarily based at Oxclose Community Academy)
Reporting to:	Attendance Lead
Salary/pay range:	NJC SCP 12-17 £29,542 - £32,046 FTE (Actual £25,489 - £28,275)
Hours of work:	37 hours per week, term time only plus 5 Inset Days

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
GCSE English and Maths at Grade C+/4+ or equivalent	X		**Application**
Level 2 /3 Support Work in Schools		X	
Experience of using SIMS system or similar data management system	X		
Experience of using Microsoft Office	X		
First Aid Qualified (or willing to qualify)		X	
Willingness to develop new skills by participating in CPD	X		
Clean, full UK driving licence	X		
Willingness to train as a deputy designated safeguarding lead		X	
Personal Attributes	**Essential**	**Desirable**	**How Identified**
Are highly **ambitious** for self and organisational growth	X		**Application Interview Task**
Are **brave** in leadership decision making, being innovative and forging new paths	X		
Are **curious** to identify solutions based on rigorous evidence and research	X		
Are **determined** to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about **extraordinary** change which may challenge the norm	X		
Are **fast** and nimble to address emerging needs and underperformance	X		
Are **good**, moral, truthful and treat others with respect	X		

Knowledge & Experience	Essential	Desirable	How Identified
Demonstrable awareness of legislation relating to school attendance	X		Application Interview Task
Ability to prepare and write reports and produce factual and statistical information as required.	X		
Experience of working with young people of Primary and/or Secondary School age	X		
Experience of working with adults who are reluctant to engage with support	X		
Experience of working as part of a school's pastoral team		X	
Ability to maintain a professional manner in challenging situations	X		
Experience of maintaining an attendance system	X		
Experience of liaising with external agencies	X		
Skills	**Essential**	**Desirable**	**How Identified**
Ability to monitor, manage attendance data.	X		Application Interview Task
Ability to manage, analyse and interpret data and present reports	X		
Willingness to undertake home visits, both as a lone worker and paired with another member of staff, when appropriate	X		
Ability to support and monitor the work of colleagues	X		
Ability work with adults who may be reluctant to receive help and support	X		
Ability to set targets and monitor progress	X		
Ability to understand and relate well to young people.	X		
Ability to problem solve	X		

Equal Opportunities	Essential	Desirable	How Identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	**X**		**Application Interview Task**
Committed to equal opportunities policies relating to gender, race and disability in an educational context	**X**		
Safeguarding	**Essential**	**Desirable**	**How Identified**
Committed to the protection and safeguarding of children and young people	**X**		**Application Interview Task**
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people		**X**	