**Person Specification**

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| **Post:** | **Attendance Officer** |
| **Responsible to:** | **Bursary and Senior Attendance Officer** |

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| **E: Essential** | **D: Desirable** |

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| **Criteria** | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications** | | | |
| 1. Evidence of a qualification at Level 3 or above |  |  | Application |
| 1. Evidence of continuing personal and professional development |  |  | Application |
| **Knowledge, Experience & Skills** | | | |
| 1. Experience of working with children, young people, parents and families preferably within an educational context |  |  | Application/Interview |
| 1. Experience of providing excellent customer service |  |  | Application/Interview |
| 1. Demonstrate an understanding of the issues that may affect a student’s ability to attend school. |  |  | Application/Interview |
| 1. A knowledge of Health and Safety |  |  | Application/Interview |
| 1. The ability to communicate well with a range of people, including students, parents, carers, colleagues and external organisations. |  |  | Application/Interview |
| 1. The ability to analyse attendance data |  |  | Application/Interview |
| 1. Excellent organisational skills |  |  | Application/Interview |
| 1. An ability to undertake administrative tasks for the role |  |  | Application/Interview |
| 1. Proficient use of ICT |  |  | Application/Interview |
| 1. A good knowledge/awareness of child protection/ safeguarding issues. |  |  | Application/Interview |
| **Personal Qualities** | | | |
| 1. Passionate about educational achievement |  |  | Application/Interview |
| 1. Self-motivation and high personal standards |  |  | Application/Interview |
| 1. An ability to work well as an individual and as a member of a team |  |  | Application/Interview |
| 1. A commitment to equal opportunities and awareness of the needs and sensitivities of students from a range of cultural backgrounds and/or disabilities |  |  | Interview |
| 1. Excellent communication and interpersonal skills |  |  | Interview |