



PERSON SPECIFICATION

In your application for KS4 Attendance & Family Liaison Officer, please demonstrate how you meet the following criteria.

Assessment Key: A = Application form and supporting statement, I = Interview, R = References

Qualifications	Essential/ Desirable	How assessed
GCSE Maths and English (Grade 4/C or above) or equivalent	E	A, I
Educated to A level or above	D	A, I
Experience and Skills	Essential/ Desirable	How assessed
Excellent IT skills, especially Excel, Word and Outlook etc.	E	A, I
Previous experience in a similar role	D	A, I
Monitoring and evaluation systems	E	A, I, R
Working to deadlines and undertaking analysis	E	A, I, R
Liaising professionally with various stakeholders both internally within an organisation and externally	E	A, I, R
Problem solving and analytical skills	E	A, I, R
Leading and working as part of a team	E	A, I, R
Working in an educational setting	D	A, I, R
Working under pressure	E	A, I, R
Recording information and writing reports with attention to detail	E	A, I, R
Working to tight deadlines	E	A, I, R
Manipulating and analysing data in different formats	E	A, I, R
Prioritising workload and acting on own initiative to complete tasks	E	A, I, R
Leading training and motivating staff	D	A, I, R
Knowledge and understanding of	Essential/ Desirable	How assessed
GDPR and data protection	E	A, I, R
The education system and life in a comprehensive school	D	A, I, R
School data systems - Arbor	D	A, I, R
Microsoft Office programmes	E	A, I, R
Safeguarding and child protection	E	A, I, R
Skills	Essential/ Desirable	How assessed
A professional telephone manner	E	I
Able to develop relationships and communicate effectively and professionally with parents/carers, colleagues, students and outside agencies either by telephone, written or face to face	E	A, I, R



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Able to multitask and work to deadlines with accuracy and attention to detail	E	A, I, R
Able to analyse data and develop actions plans accordingly	E	A, I, R
Able to present information to a variety of audiences	E	A, I, R
Able to motivate students and provide strategies for overcoming barriers to attendance	E	A, I, R
Able to work collaboratively with colleagues at all levels	E	A, I, R
Able to work unsupervised and act upon own initiative to make decisions	E	A, I, R
Driving license and regular access to a car insured for business use	D	A
Personal Qualities	Essential/ Desirable	How assessed
Flexible and adaptable in your approach to the job	E	A, I, R
Able to work on your own initiative	E	A, I, R
Able to communicate effectively with all stakeholders	E	A, I, R
Able to treat information confidentially	E	A, I, R
Able to present documents with attention to detail, good presentation, spelling, grammar and punctuation	E	A, I, R
A good team player	E	A, I, R
Willing to participate in staff training	E	A, I, R
Enthusiastic and committed	E	A, I, R
Professional in your conduct	E	A, I, R