



Person Specification ATTENDANCE OFFICER

Qualifications	Essential	Desirable
5 GCSE's or equivalent, Grade C/ 4 or above, including English & Maths	✓	
Experience	Essential	Desirable
Working with or caring for young people	✓	
Working in a school environment or pastoral role	✓	
Knowledge & Skills	Essential	Desirable
Awareness of legislation relating to school attendance	✓	
Conflict resolution skills		✓
Excellent organisational skills and ability to work under pressure with high degree of accuracy	✓	
Ability to self-manage, meet deadlines and prioritise workload	✓	
Awareness of relevant legislation relating to safeguarding and child protection	✓	
Comprehensive understanding of safeguarding rules and regulations that apply within a school environment	✓	
Use of SIMS and Edulink		✓
Able to relate well to young people and adults	✓	
Excellent written language, communication & interpersonal skills	✓	
Strong numeracy skills	✓	
Effective use of ICT systems such as Word, Excel etc	✓	
Basic understanding of child development and learning	✓	
Personal Qualities	Essential	Desirable
Works well as a member of a team	✓	
Good communication skills	✓	
Flexible	✓	
Patient, positive, approachable and friendly	✓	
Maintains confidentiality	✓	
Ability to relate well to children and adults	✓	

Display commitment to protection and safeguarding of children and young people	✓	
Other Requirements		
Ability to attend meetings at family homes or offsite	✓	
Flexible approach to support young people and families	✓	
Commitment to raising the education achievements of young people	✓	
Ability to build and maintain successful relationships with people of all ages, treating them sensitively and with respect	✓	
A willingness to develop professionally and take part in all training relevant to the post.	✓	