

PERSON SPECIFICATION

Attendance Officer

Criteria		Essential	Desirable	Assessed at
Qualifications and Experience	<ul style="list-style-type: none"> GCSE in Maths and English Grade C/4 or above 	✓		References
	<ul style="list-style-type: none"> Previous experience of working with young people and their families in a professional capacity 		✓	References
	<ul style="list-style-type: none"> Experience of multi-agency work 		✓	Application
	<ul style="list-style-type: none"> Experience of identifying needs, setting targets and evaluating effectiveness 	✓		Application/ Interview
Personal skills	<ul style="list-style-type: none"> Firm but fair approach to interaction with young people and the ability to build effective and professional relationships 	✓		Interview/ References
	<ul style="list-style-type: none"> Innovative and self-reflective 	✓		Interview/ Tasks
	<ul style="list-style-type: none"> Ability to establish good working relationships and effective teamwork 	✓		Interview/ References
	<ul style="list-style-type: none"> Act as a role model 	✓		Interview/ References
	<ul style="list-style-type: none"> Ability to lead in key areas improving behaviour 	✓		Interview/ Tasks
	<ul style="list-style-type: none"> Management and improving attendance rates 	✓		Interview
	<ul style="list-style-type: none"> Good communication, planning and organisational skills 	✓		Interview
	<ul style="list-style-type: none"> Commitment to regular professional development to establish outstanding practice when working with students 	✓		Interview
Professional Knowledge and Skills	<ul style="list-style-type: none"> ICT literate including Microsoft Office 365 	✓		Interview/ Tasks
	<ul style="list-style-type: none"> Knowledge and understanding of attendance policies and expectations in secondary schools 		✓	Application/ Interview
	<ul style="list-style-type: none"> Strong, proven administrative skills 	✓		Application/ Interview
	<ul style="list-style-type: none"> Experience of working with SIMS 		✓	Application
Other Personal Qualities	<ul style="list-style-type: none"> Passionate about education with high expectations of students and colleagues 	✓		Application/ Interview
	<ul style="list-style-type: none"> Integrity, honest and fair 	✓		Application/ Interview
	<ul style="list-style-type: none"> Confident and motivated, able to motivate others 	✓		Application/ Interview
	<ul style="list-style-type: none"> Good listening skills 	✓		Interview
	<ul style="list-style-type: none"> Attention to detail 	✓		Interview/ Tasks

	• Ability to manage own time and priorities, meeting all relevant deadlines	✓		Interview/ References
	• Committed to the safeguarding and welfare of students	✓		Interview
	• Display calmness under pressure	✓		References
	• Successful DBS clearance	✓		Application
	• Ability to be reflective and self-critical		✓	Interview
	• Reliable and punctual	✓		Interview/ References
	• Commitment to the whole academy community, and our vision and values	✓		Interview