



"If you can believe, all things are possible to those who believe."

**Mark 9:23**

### **PERSON SPECIFICATION – Attendance Officer**

Job Title: Attendance Officer

You should be able to demonstrate that you meet the following criteria:

*E= Essential, D=Desirable*

Measured by:

*A=Application Form, T=Test/Exercise, I=Interview, R=References*

#### **QUALIFICATIONS**

- GCSE level of education C or equivalent (to include English and Maths)
- A good level of appropriate ICT skills
- Experience of using CPOMS & Arbor
- Experience of using LA safeguarding early help systems
- Experience of using email and Microsoft Office packages

#### **KNOWLEDGE & EXPERIENCE**

- Ability to turn vision into reality A I R
- Ability to inspire and motivate staff and pupils A I R
- Has experience of developing positive relationships when dealing with outside organisations, staff, students and their parents. A I R
- Has excellent administrative and organisational skills. A R
- Can demonstrate high levels of professionalism. A I
- Has high expectations, sets and delivers high standards and commands credibility through expertise A I R
- Experience of improving the engagement and attendance of disadvantaged students. A I
- Have the ability to analyse data and strategically plan intervention on a case by case basis A T I
- Evidence of working with pupils and families effectively A R
- Successful contributions to teamwork A I
- Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application A I R
- Knowledge, understanding and commitment to safeguarding and promoting the welfare of students A I R
- Knows when to consult, make decisions and defer to others. T I
- Is able to meet deadlines. A I
- Is able to prioritise, plan and organise activities. A T

- Forms good relationships with all stakeholders. A R

#### **SKILLS, ATTRIBUTES AND ABILITIES**

- Track record of successfully engaging and working with families A I R
- Experience of successfully changing culture, in relation to aspiration A I R
- Good all round ICT skills A
- Be resilient, reliable, in good health, and possess a sense of humour R
- Possess strong interpersonal skills and be able to work effectively as part of a team R
- Ability to promote equality, diversity and inclusion and demonstrate this within the role. I

#### **TRAINING**

- Evidence of commitment to personal CPD A

#### **SKILLS, ATTRIBUTES AND ABILITIES**

- Promotes safeguarding & welfare of students I
- Is reliable and has an excellent record of attendance and punctuality. A R
- Is committed, resilient, robust and resourceful and has a reflective, focussed and determined disposition A R
- Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people A R

#### **GENERAL**

- Respectful towards all pupils, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability A I
- Committed to raising standards of achievement and attendance to all pupils I
- Possess personal integrity, warmth and a willingness to grow and learn I
- Commitment to the education of the 'whole child,' i.e. social, emotional and citizenship development I
- Enhanced DBS Check A