

‘Helping every person achieve things they never thought they could’

PERSON SPECIFICATION

Job Title	ATTENDANCE OFFICER
------------------	---------------------------

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Level 2 qualification in English and Maths or equivalent	√	

EXPERIENCE	ESSENTIAL	DESIRABLE
Accurate data management	√	
Report writing	√	
Experience of working in a school environment		√
Experience and knowledge of issues affecting students and young people and to offer supportive assistance		√
SKILLS	ESSENTIAL	DESIRABLE
Ability to effectively communicate with a wide range of audiences, verbally and in writing	√	
Ability to use standard ICT packages including Microsoft Office	√	
Excellent time management and organisation skills	√	
Resilience and an ability to work in difficult situations	√	
Ability to build effective working relationships with all stakeholders, including professionals, students and parents	√	
The ability to plan, organise and prioritise workloads at a high level	√	
Ability to work well under pressure and manage competing deadlines	√	
Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues		√
Understanding of School child safeguarding procedures	√	

Knowledge of the legislative framework that underpins school attendance and the work of an Education Welfare Officer		√
Knowledge of safeguarding principles and legislation		√
OTHER	ESSENTIAL	DESIRABLE
Satisfactory DBS check	√	
Full Driver's License	√	

Date Person Specification prepared/updated	April 2024
Person Specification prepared by	Mr D Mckeon