**PERSON SPECIFICATION**

**EWO/Attendance Support**

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|  | **Essential** | **Desirable** | **Identified** |
| Education and Training  | * GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy
 |  | Application Form  |
| Experience /Skills | * Excellent ICT skills especially Word, Excel and PowerPoint and email
* Knowledge of database applications
* Good written and oral communication skills appropriate to both adults and children; ability to write clear, concise reports; human relationship skills;
 | * Knowledge of the education system and/or experience of working in an educational environment
* Experience of working to improve attendance within education
* Experience as a Student Support Worker/EWO or similar
* Experience of preparation and presentation of documentation fit for legal purpose
* Experience of working with child welfare agencies
* Knowledge of relevant parts of the various Education Acts, Children Acts, ECM, Sexual Offences Act and related regulations.
 | Application Form/letter/interview   |
| Interpersonal skills  | * Ability to work with initiative and as part of a team
* Ability to work co-operatively with schools, parents and other agencies
* Self motivated with a proactive and adaptable approach to work
* Ability to prioritise own workload and meet deadlines
* An understanding of the issues young people face and the ability to empathise, work with and motivate them
* Approachable style of working with others to achieve successful outcomes
* Flexible approach to work, to accommodate the needs of the post.
* Ability to maintain trust and confidentiality
* Able to keep calm in difficult situations
 |  | Letter/interview   |
| Other  | * Ability to relate to and promote the ethos of the Trust
* Excellent attendance and punctuality
* Willingness to undertake training as required
* Ability to represent the school positively in an external environment
* Ability to travel and work throughout the School’s local area (Full Driving Licence)
 |  | Interview /Reference/Application Form  |

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service. July 2022.