

PERSON SPECIFICATION: ATTENDANCE OFFICER

CRITERIA	MEASURED BY
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Good numeracy and literacy skills (Level 5 in Maths and English) (E) • Microsoft experience i.e. Word, Excel, Outlook (E) • Bromcom experience or experience in relevant package (D) 	AF/I
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • General clerical/administrative work (E) • Previous experience of managing and supporting with student attendance (D) 	AF/I
<p>KNOWLEDGE/ SKILLS</p> <ul style="list-style-type: none"> • Good interpersonal skills (E) • Effective use of ICT packages (E) • Ability to use relevant equipment/resources (E) • Good keyboard skills (E) • Knowledge or relevant policies/codes of practice and awareness of relevant legislation (E) • Ability to work constructively as part of a team (E) • Ability to relate well to children and to adults (E) • Good organising, planning and prioritising skills (E) • Methodical with a good attention to detail (E) • Ability to prioritise (E) • Ability to work on own initiative (E) 	AF/I
<p>BEHAVIOURAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Open, confident, honest and an active listener (E) • Takes responsibility and accountability (E) • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service (E) • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations (E) • Is committed to the provision and improvement of quality service provision (E) • Is resilient and adaptable to change/embraces and welcomes change. 	AF/I

<ul style="list-style-type: none"> • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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Key: E – Essential
D - Desirable
AF – Application Form
I – Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.