

Person Specification

Job Title: Attendance Officer

Qualifications	Essential	Desirable
Five GCSE's or equivalent (level 2 standard), including English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Knowledge		
Knowledge of school attendance regulations		✓
Knowledge and awareness of child protection issues		✓
Experience		
Experience within a school attendance related role		✓
Experience of using CMIS or SIMS software		✓
Experience of working within a school environment		✓
Practical experience of using word processing, email, excel and other IT applications	✓	
Skills		
Competent using ICT, including data inputting skills	✓	
Ability to communicate with children and adults at all levels, both verbally and in writing	✓	
Ability to maintain accuracy at all times	✓	
Ability to prioritise workload whilst working under pressure	✓	
Resilience and an ability to work in difficult situations, including dealing with conflict.	✓	
Ability to build effective working relationships with all stakeholders, including professionals, students and parents.	✓	
Ability to understand and analyse data to inform progress and intervention.	✓	
Ability to work on own initiative and as part of a team	✓	
Ability to remain calm and courteous	✓	
Ability to work as an integral part of the attendance team.	✓	

Ability to remain professional at all times	✓	
Ability to maintain confidentiality at all times	✓	
Effective organisational skills	✓	
Other		
A clean driving licence and use of own car with appropriate insurance cover.	✓	
Pro-active in developing new, more efficient ways of working		✓