**Sir John Hunt Community Sports College**

**Attendance Officer**

**Person Specification**

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| **Selection Criteria** | **Essential**  **(E)**  **Desirable**  **(D)** | **Ascertained By** |
| **Qualifications**   * Good level of literacy and numeracy * Evidence of continuing professional development * Educated to GCSE (grade 4 or above, A\* to C) level or equivalent including Maths and English * NVQ level 3 or equivalent | E  E  D  D | Application & Interview |
| **Experience**   * Experience of working in an educational and/or social care setting with young people. * Experience of working within statutory/voluntary agencies dealing with children and families. | E  D | Application |
| **Knowledge & Understanding**   * Demonstrate awareness of legislation relating to school attendance * Demonstrate awareness of legislation relating to the welfare and protection of children * Demonstrate an awareness of risk * Understand the importance of safeguarding within a school environment * Good level of ICT skills including knowledge of Microsoft Excel, Word, Power Point, mail merge and other ICT packages. * Knowledge of data protection and confidentiality procedures * Knowledge of the education system | E  E  E  E  E  E  D | Application & Interview |
| **Skills**   * Good organisational and good time keeping skills * Ability to use own initiative and work within departmental protocols/procedures * Good inter-personal skills including mediation and conflict resolution * Excellent communication skills and effective communication with children, carers and other professionals * Ability to display understanding of social/welfare issues as they affect children, families and schools * Ability to maintain a professional manner in challenging situations * Flexible approach to supporting children and families * Confidence to challenge difficult behaviour * Confidence to challenge other professionals * Ability to speak confidently and professionally in a range of situations including leading meetings with key professionals * Ability to work to tight deadlines under pressure * Ability to prepare and write reports and produce factual and statistical information as required * ICT literacy | E  E  E  E  E  E  E  E  E  D  D  D  D | Interview |
| **Other**   * Calm and patient when dealing with others * Demonstrates accountability and ownership for own work duties and activities * An ability to work within a team environment and be supportive of the overall team effort * Demonstrates a ‘can do’ approach, self-motivation, ability to prioritise work and the ability to work autonomously * Resourceful, patient and resilient * Visiting families in their homes is a regular requirement * Ability to travel to work and to different locations * Flexibility in work pattern may be required occasionally * Commitment to equal opportunities in service delivery and employment * Enjoys working within education * A friendly manner and good sense of humour * Smart appearance * Cares about students reaching their full potential * A positive attitude to personal development and training | E  E  E  E  E  E  E  E  E  D  D  D  D  D | Application & Interview |