**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
 | EEDD | 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.
 | ED | 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
 | EEEEEED | 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
 | EEEEEEEEEDDDD | 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
 | EEEEEEEEEDDDDD | Application & Interview |