



Attendance Officer Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Evidence of high level written and verbal communication skills. Good standard of education (GCSE or equivalent, including English and Maths). Competent users of IT systems including Microsoft Office and school MIS systems. 	<ul style="list-style-type: none"> Relevant qualifications in education, safeguarding, family support or administration. Training in safeguarding, attendance or child protection.
Experience	<ul style="list-style-type: none"> Experience of working in a school or similar environment with children and families. Experience of working with parents/carers to support engagement or improve outcomes. Experience of maintaining accurate records and using databases or MIS systems. Experience of handling confidential and sensitive information appropriately. Experience of working to deadlines and managing competing priorities. 	<ul style="list-style-type: none"> Experience of attendance monitoring and intervention. Experience of working with external agencies (e.g. Early Help, social care, health services). Experience of supporting safeguarding processes or working with vulnerable pupils and families. Experience of preparing documentation for legal or formal processes.
Skills & Abilities	<ul style="list-style-type: none"> Ability to maintain accurate and compliant attendance records in line with statutory requirements. Strong organisational skills and attention to detail. Ability to analyse attendance data and identify trends and priorities. Ability to build positive, supportive and professional relationships with parents and carers. Ability to communicate clearly and confidently, both verbally and in writing. Ability to manage sensitive conversations with empathy and professionalism. Ability to work independently and as part of a team. Ability to prioritise workload and respond effectively to urgent safeguarding concerns. Confident in using MIS systems to input, update and report on data. 	<ul style="list-style-type: none"> Ability to contribute to action planning and whole school improvement. Experience of leading meetings with parents or professionals. Ability to influence and challenge appropriately to improve attendance outcomes.
Knowledge and understanding	<ul style="list-style-type: none"> Understanding of safeguarding and child protection responsibilities. Awareness of attendance legislation and statutory requirements. Understanding of the barriers to attendance and punctuality. Knowledge of the importance of accurate record keeping and GDPR. Understanding of the role of early intervention and support for families. 	<ul style="list-style-type: none"> Knowledge of local authority processes relating to attendance, penalty notices and legal action. Familiarity with school systems such as Arbor or similar MIS.

Personal Attributes	<ul style="list-style-type: none"> • Professional, reliable and trustworthy. • High level of integrity and discretion. • Calm, resilient and able to work under pressure. • Empathetic and approachable with a commitment to supporting families. • Proactive and solution focused approach. • Commitment to safeguarding and promoting the welfare of children. • Ability to act as a positive role model and contribute to a supportive team environment. • Flexible and willing to undertake home visits or outreach work where required. 	
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The Oval Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

The post holder will be expected to operate in line with Trust values which are:

- Optimism and expectation
- Trust and integrity
- Every contribution counts
- Acts of kindness are noticed and matter
- Success is celebrated