

ATTENDANCE WELFARE AND ADMISSIONS OFFICER - PERSON SPECIFICATION

	Essential	Desirable	How Assessed
Qualifications:			
GSCE English and Maths at grade 4/C or above	X		Application form/Certificates
Social Work Qualification e.g. <ul style="list-style-type: none"> DipSW, CQSW, CSS or equivalent Teaching Qualification eg Bed, Cert Ed. BA or BSc with QTS Degree in Youth or Community work Degree in children's services related discipline 		X	Application form/Certificates
NVQ Level 4 or equivalent in a relevant field		X	Application form/Certificates
Sound knowledge of child development		X	Application form/Interview
Sound knowledge of child protection	X		Application form/Interview
An understanding of the effects on 'parenting' where concerns involve disabilities/mental health/gender/abuse		X	Application form/Interview
Knowledge of the legal requirements surrounding parental prosecution for non-attendance at school		X	Application form/Interview
Evidence of continued professional development	X		Application form/interview
Willingness to obtain and/or enhance qualifications and training for development in post.	X		Application form/interview
Experience:			
Experience of working in an educational and/or social care setting with young people.		X	Application form/interview
Effective communication with children, carers and other professionals.	X		Application form/interview
Ability to display an understanding of social/welfare issues as they affect children, families and schools	X		Application form/interview
Ability to work on own initiative within departmental protocols/procedures	X		Application form/interview
Ability to deal with difficult situations	X		Application form/interview
Experience in working within statutory/voluntary agencies dealing with children and families		X	Application form/interview
Experience of preparing necessary casework/reports for legal prosecution of parents/carers		X	Application form/interview
Experience of analysing data for monitoring and improvement purposes.	X		Application form/interview
Knowledge, Skills, and Abilities			
Excellent verbal and written skills	X		Application form/interview
Knowledge and understanding of school based computer systems and Microsoft Office		X	Application form/interview
Knowledge of Data Protection		X	Application form/interview
Good organisation and personal management skills	X		Application form/interview
Demonstrate awareness of legislation relating to school attendance and the welfare and protection of children	X		Application form/interview
Enthusiasm and commitment for working with young people and their families	X		Application form
Champion for equality, diversity and inclusion and understanding of how this is relevant in a school setting.	X		Application form
An understanding of the issues affecting truancy and non-attendance.	X		Application form/interview



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High level IT skills, able to use spreadsheets and databases to a high level	X		Application form/interview
Ability to analyse data to spot trends, patterns and anomalies and present data in ways that are appropriate and understandable for the audience	X		At interview
Possess a problem solving approach to conflict	X		Application form/interview
Able to problem solve and develop solutions.	X		Application form/interview
Ability to handle confidential information	X		Application form/interview
Able to work collaboratively with others.	X		Application form/interview