

**THE SELE SCHOOL
PERSON SPECIFICATION**

Job Title: Attendance Officer		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Experience & Knowledge	Working with young people and their families, preferably within an educational context. Using IT systems to compile reports as well as analysing statistical data for monitoring purposes. Good knowledge of IT including word and excel. Willing and able to learn and operate new IT systems and databases as appropriate.	Knowledge of working with children and within a school attendance related service. Up-to date knowledge of attendance regulations. An understanding of the issues affecting truancy and non-school attendance. An understanding of the issues that may affect a pupil's ability to attend school. Awareness of legislation relating to the welfare and protection of young people. Working with professionals and other agencies and in a multi-agency context. Previous experience of Studybugs Attendance Module.
Skills and Abilities	Well-developed administrative and organisational skills. Ability to cope with stressful/conflict situations. Ability to manage home visits. Sensitivity in dealing with confidential issues. Ability to persuade and negotiate and have the confidence to challenge difficult behaviour. Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met. Good communication skills, both written and oral with both adults and young people. Personal credibility to deal with a wide range of stakeholders and represent the school in dealing with external representatives. Able to work on own initiative as well as in a team. Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups Maintain a professional and positive manner.	
Equality Issues	Able to recognise some forms of discrimination which commonly exist.	
Education & Training	A good standard of general education, in particular the ability to write to a high standard of literacy and develop reporting writing skills.	Word processing, database and spreadsheet skills. A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification.

	To hold a current driving licence and have access to a vehicle and be prepared to use the vehicle when required. Literacy – Able to write straight forward reports and read and comprehend written information. Willingness to learn and undertake professional development. Educated to GCSE In Maths and English – Grade 4 / C or above.	
Other requirements	Willingness to adjust working arrangements to suit service as needed. Willingness to be flexible to tasks undertaken. Willingness to undertake training.	