



LODE HEATH SCHOOL

Arden Multi Academy Trust



PERSON SPECIFICATION

Post Title:	Education Welfare Attendance Manager	Salary:	D or E (depending on experience)
Location:	Lode Heath School		
Department:	Student Support Team	Weeks:	39 (term time plus INSET)
Responsible to:	Deputy Headteacher Headteacher	Hours:	37 (full time) 8:15am - 4:15pm Monday to Thursday and 8:15am – 3:45pm on Friday 30-minute unpaid lunch break each day

	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	- Level 2 qualifications in English and Maths at GCSE grade C or above (or equivalent). - Level 3 qualifications at grades A to C (or equivalent) or above.	- A recognised education/ social work/ health service/ children's services qualification - Other evidence of related training	Application & certificates
Skills and Abilities	- Excellent verbal, written and analytical skills inc. the use of IT - Ability to orally communicate effectively in a calm, polite and efficient manner giving support and advice as appropriate - Interpersonal skills to work through difficult situations - Engage and motivate students - Effective time management and to work under pressure to strict deadlines - Work in an organised and methodical manner, identifying priorities and managing workload within agreed parameters. - Problem solving skills. - Maintain accurate records - Work effectively as part of a team		Application & recruitment process
Experience and knowledge	- Relevant DfE policies and legislation regarding attendance - Working with students and their families in an educational setting - Understanding of SEND and SEMH issues, child development and learning, particularly the challenges faced by children with recognised difficulties	- Previous similar experience - Safeguarding – acting as a designated safeguarding lead	Application & recruitment process

Other Requirements	• Able to travel freely and independently across the local area on a daily basis (own vehicle, mileage paid) • Commitment to inclusion • Ability and willingness to contribute to the wider school • Self-motivation and initiative • Punctual and reliable • Commitment to participate in further training and developmental opportunities		Application & recruitment process
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Person Specification reviewed by: L Suddon

Date: July 2026