



ARTHUR MELLOWS VILLAGE COLLEGE



PERSON SPECIFICATION – ATTENDANCE OFFICER

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
5 or more GCSEs at Grade 4 (or equivalent qualification) including Maths and English	✓	
Driving Licence – Full and clean	✓	
Business Insurance	✓	
EXPERIENCE		
Experience of working with children or young adults	✓	
Working with students and families to improve attendance	✓	
Interest in developing positive relations and broadening children's educational experiences	✓	
Preparing legal cases for prosecution		✓
SKILLS		
Good working knowledge of MS Office software, specifically Word and Excel	✓	
Ability to react to situations appropriately and follow procedures	✓	
Ability to work flexibly and attend home visits and identified academic meetings	✓	
Ability to relate to children, young adults and adults	✓	
Good communication skills in English including literacy, numeracy and ICT	✓	
Interest in student welfare and respect for the difference in people	✓	
Tact and diplomacy	✓	
Good time management and organisational skills	✓	
Ability to meet parents and other professionals	✓	
Potential to change attitudes and question own values		✓
Ability to prioritise and judge relative significance of conflicting demands	✓	
Ability to assess the needs of a student and feedback to students / parents / teachers / other professionals' levels and progress		✓
Ability to lead meetings		✓
Ability to plan and deliver learning activities and national learning strategies	✓	
KNOWLEDGE		
Understanding of the workings of a school	✓	
Knowledge of safeguarding procedures	✓	
Experience of working with students with a wide range of difficulties		✓
Experience of standardised assessment tools – literacy / processing		✓

DISPOSITION		
Enthusiastic, warmth	✓	
Team player	✓	
Forward thinking	✓	
Sense of humour	✓	
Flexible	✓	
Confident	✓	
Enjoys a challenge	✓	
Ability to remain calm under pressure	✓	
Anti-discriminatory and aware of prejudice	✓	
Have initiative	✓	
Empathy	✓	
Calmness	✓	
Confidentiality	✓	
Proactive	✓	
Well organised	✓	
Commitment to training		✓
Willing to learn and evaluate practise		✓
Willingness to seek advice and support		✓

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.