



**HALL GREEN SCHOOL
PERSON SPECIFICATION
POST: ATTENDANCE ASSISTANT**

Salary Range/Grade: Grade 2, Point 15-19
Responsible to: Assistant Headteacher Pastoral

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected
 Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Experience	<ul style="list-style-type: none"> • Previous work with young people and families 	A	<ul style="list-style-type: none"> • Experience of working in a school environment • Working within an education/social care setting • Experience of attendance procedures such as Support First Process, Legal Intervention Team, Elective Home Education or Part-time timetables 	A, I A, I A, I
Skills/Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with children and adults at all levels • ICT competent • Ability to analyse data and identify patterns and trends • Has a competent command of written and spoken English • Can remain calm and controlled under pressure 	A, I A, I A, I A, I	<ul style="list-style-type: none"> • Able to use own initiative and work alone when necessary 	A, I

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Skills/Abilities continued	<ul style="list-style-type: none"> • Can demonstrate initiative and sound judgement and manages high levels of responsibility • Able to develop constructive working relationships with all school staff, whilst maintaining a high level of professionalism at all times • Able to effectively deal with and give accurate information to visitors, colleagues, parents, pupils, etc. • Able to organise workload to meet conflicting demands and deadlines • Can work in flexible ways needed for the post • Demonstrate an understanding of working as part of a team 	<p>A, I</p> <p>A, I</p> <p>A, I, Q</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>		
Knowledge	<ul style="list-style-type: none"> • Demonstrate an understanding of issues that may affect a student’s ability to attend school • Demonstrate an understanding of issues linked to confidentiality 	<p>A, I, Q</p> <p>A, I, Q</p>	<ul style="list-style-type: none"> • Demonstrate knowledge of attendance regulations • Demonstrate knowledge of admissions, appeals and waiting list procedures • Demonstrate an awareness of child protection issues 	<p>A, I, Q</p> <p>A, I, Q</p> <p>A, I, Q</p>
Competencies	<ul style="list-style-type: none"> • Able to form appropriate relationships with young people • Can relate well to children and adults of a variety of backgrounds 	<p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> • Able to demonstrate appropriate experience of working with young people 	<p>A, I</p>
Equality Issues	<ul style="list-style-type: none"> • Able to recognise some forms of discrimination which commonly exist 	<p>A, I</p>		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Specialist Knowledge			<ul style="list-style-type: none"> • Knowledge of SIMS software • Knowledge of RS Connect • Knowledge of PowerBi 	A, I, Q A, I, Q A, I, Q
Education and Training	<ul style="list-style-type: none"> • Willing to undertake training and development activities 	A, I		
Other Requirements	<ul style="list-style-type: none"> • Qualifications relevant to the post 	A	<ul style="list-style-type: none"> • Willingness to adjust working arrangements to suit the changing needs and demands of the school (occasional) 	A, I
Equal Opportunities	<ul style="list-style-type: none"> • Knowledge of and commitment to equal opportunities issues as they relate to education and schools 	A, I, R		
Safeguarding	<ul style="list-style-type: none"> • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 			

(A = Application Form, I = Interview, Q = Proof of Qualification or evidence of relevant recent experience)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the school to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.