



Henley in Arden School



Person Specification

Post Title:	Attendance Officer	Salary Grade:	Band D
Location:	Henley in Arden School	Salary Range:	£32,597 to £37,280 (Full Time Equivalent)
Responsible to:	SLT Lead – Attendance and Standards	Hours:	Full Time - 37 hours per week, term time

	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	A minimum of 5 GCSEs (or equivalent) including English and Maths at Grade C/4 or above	First aid qualification (or willingness to complete it).	Application / Certificates
Skills and Abilities	<p>Excellent Microsoft Word proficiency</p> <p>Be able to work as an individual as well as part of a team.</p> <p>Confident and clear oral and written communication skills.</p> <p>Ability to plan, organise and prioritise to meet deadlines.</p> <p>Be a calm, positive and effective communicator, confident in liaising with all colleagues, children, parents, governors and outside agencies, even under pressure.</p> <p>Be confident and proactive in using new systems in a busy school office.</p> <p>Be keen to use initiative and problem-solving skills and thrive through a 'can do' approach to resolving problems.</p> <p>Have a high level of accuracy.</p>	<p>Confidence and competence with Microsoft Excel</p> <p>Conflict Management</p> <p>Statistical Analysis</p> <p>Demonstrating impact of work</p>	Application/Interview

	<p>Understanding of data protection and confidentiality.</p> <p>Understanding of safeguarding.</p> <p>Have excellent literacy and numeracy skills.</p>		
Experience	<p>Administrative support and/or customer service</p> <p>Dealing with face-to-face and telephone interactions</p>	<p>Working with young people and families</p> <p>Working in an attendance and/or pastoral capacity at a secondary school</p> <p>Working with the Local Authority and other educational or young person's support agencies</p>	Application/Interview
Knowledge	<p>Knowledge about students' attendance expectations</p>	<p>Experience using SIMS or large school database systems</p>	Application/Interview
Other Requirements	<p>To be able to work under pressure including interruptions and conflicting demands on time.</p> <p>Complete confidentiality, discretion and tact.</p> <p>Professional conduct at all times.</p> <p>Resilience</p> <p>Dedication to improving attendance for all students, regardless of background.</p> <p>Commitment to drive standards</p> <p>Excellent communication with children and adults.</p>	<p>Evidence for how you have made an impact on improving attendance, or engagement of stakeholders in a previous role.</p>	Interview

Person Specification reviewed by: J Roper

Date: June 2026