

## Person Specification – Attendance Officer

	Essential	Desirable
Qualifications	<p>GCSE or equivalent, in Maths and English at grade C/4 or above</p> <p>Strong track record of professional development and updating knowledge</p> <p>Proficient in Excel</p>	<p>ICT training and certificates.</p> <p>Further education training and qualifications.</p>
Relevant Experience	<p>Demonstrable experience of awareness of legislation relating to school attendance</p> <p>Experience of working effectively with the parents/carers of children / young people</p> <p>Experience of working effectively with a range of professionals to promote children's/young people's learning or welfare</p> <p>Practical experience of successfully promoting equality of opportunity</p> <p>Ability to generate effective working relationships at all levels</p> <p>Experience of attendance in Education</p>	<p>Data Experience</p> <p>Effective partnership working with other agencies, for example, DFE, local authority, OFSTED, Further and Community Education Services, Business, Partner Schools.</p> <p>Experience of maintaining an attendance system</p>
Knowledge and understanding	<p>Demonstrable knowledge of the principles involved in giving advice and guidance to stakeholders, including the place of confidentiality.</p> <p>Knowledge of the responsibilities of agencies towards vulnerable children.</p> <p>Demonstrable knowledge of the range of additional support/agencies. which can be of assistance to vulnerable pupils/students and families.</p>	<p>Ability to produce concise and complex reports.</p> <p>Substantial knowledge and understanding the strategies most likely to maximise the levels of educational achievements by all learners at Lyndon School</p> <p>Practical understanding of the legislation relating to Health and Safety in respects of schools as employers and as educators of young people.</p>

	<p>Ability to summarise clearly and concisely and articulate concepts and proposals.</p> <p>Ability to maintain school records.</p> <p>Professionally assertive and clear thinking, able to negotiate.</p> <p>Extensive knowledge of the applications and potential of ICT; high level of ICT skills as an administrative tool.</p>	<p>Knowledge of current educational developments and legislative changes.</p> <p>Knowledge of the principles of assessment and effective record-keeping and their use to promote the education, personal development and progression of the students</p>
<p><b>Skills and aptitudes</b></p>	<p>Discretion, tact and integrity.</p> <p>Personal tenacity and resilience to ensure progress, sometimes against the odds.</p> <p>Good time management skills, with the ability to work with patience within short timescales.</p> <p>Ability to work on one's own initiative, balance competing priorities and organise a work schedule.</p> <p>Excellent motivational, interpersonal, communication and presentation skills, both written and oral.</p> <p>Flexibility, creativity and the ability to think laterally.</p> <p>Ability to be reflective and self-critical.</p>	
<p><b>Special Requirements</b></p>	<p>Enhanced DBS clearance</p> <p>Compliance with all Academy and Trust policies</p> <p>Safeguarding and promoting the welfare and success of all learners and young people.</p> <p>The implementation of equal opportunities practice.</p> <p>Promoting the stated aims and policies.</p>	