

Henley in Arden School

Person Specification

Post Title:	Attendance Officer		
Salary:	Band C		
Responsible to:	SENDCO		
	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	<p>Good levels of competency in literacy & numeracy</p> <p>A minimum of 5 GCSEs/Grade C/4 or equivalent to include English & Maths</p>	<p>Evidence of Further Education eg. A Levels, Degree</p> <p>Level 2 or 3 Teaching Assistant Qualifications or Supporting Teaching & Learning in School Certificate (Level 3) or Graduate qualification to enable support to be given to a subject within the school</p>	<p>Application Qualifications / Certificates</p>
Skills and Abilities	<p>Ability to write clearly and concisely</p> <p>Ability to use basic technology</p> <p>Ability to engage and motivate pupils</p> <p>Effective time management skills which allow students to complete set activities at an appropriate pace</p>	<p>Awareness of the Code of Practice</p>	<p>Application References Interview</p>
Experience	<p>Experience of working with children with a range of learning difficulties</p> <p>Experience of using interpersonal skills to work through difficult situation</p>	<p>Experience of working in a learning environment such as a learning centre or school/college</p> <p>Experience of ICT packages i.e. Word, PowerPoint, SIMS/Google</p>	<p>Application References Interview</p>

Knowledge	<p>Knowledge of special needs and the types of problems students are likely to face</p> <p>Knowledge of the secondary education system</p>	<p>An understanding of the challenges faced by children with recognised difficulties such as Autism, Asperger's, ADHD, Dyslexia etc.</p>	<p>Application References Interview</p>
Other Requirements	<p>A commitment to safeguarding and promoting the welfare of children and young people</p> <p>Commitment to inclusive education</p> <p>To undergo an enhanced DBS check</p>		<p>References Interview</p>

Person Specification reviewed by: J Roper

Date: June 2026