

Person Specification: Attendance Support & Administration

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Educated to GCSE Maths & English Level C or above or equivalent. • The ability to write to a good standard of literacy to include excellent report writing skills. • Driver's Licence and access to a vehicle. • Working with children, young people, parents and families preferably within an educational context. • As a part of a team, as well as on your own initiative • Working with professionals from other agencies and in multi agency context. • Using IT systems to compile reports as well as analysing statistical data for monitoring purposes. • Experience of Excel. 	<ul style="list-style-type: none"> • At least one year's related experience of work within a school attendance related service.
Knowledge and understanding	<ul style="list-style-type: none"> • School systems and an understanding of the issues affecting truancy and non-school attendance. • Demonstrate an understanding of issues linked to confidentiality. • Demonstrate an understanding of issues that may affect a student's ability to attend school. 	<ul style="list-style-type: none"> • Demonstrate knowledge of attendance regulations • Experience of SIMS.

1.25 Person Specification: Attendance Officer

<p>Skills</p>	<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in writing especially with pupils, parents, school staff, EWS, social workers and other professionals. • Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups. • Ability to persuade and negotiate as well as good interpersonal /communication skills. • Able to use own initiative and work alone when necessary. • Ability to overcome communication barriers with children and students. • Ability to listen effectively. • Ability to maintain accurate and up to date records. • Ability to meet tight deadlines and plan and manage own time effectively. • Demonstrate an ability to cope with stressful / conflict situations 	
<p>Personal characteristics</p>	<p>Emulate the RESPECT values of Clayton St John:- Resilience Enjoyment Security Pride Excellence Collaboration Trust</p>	

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