Person Specification

Attendance and Wellbeing Officer

Criteria	Essential	Desirable
Qualifications		
GCSE Maths & English Level C/4 or above	X	
Qualification to work with young people e.g. in Teaching, Social Work, Youth Work, or Counselling		X
Experience		
Experience working with children/families in a school or other related organisation	X	
Use of management information systems (SIMS, Arbor etc) and associated ICT	X	
Experience of developing a new initiative and evaluating its impact at an organisational level		X
Experience of enabling families to access support agencies		X
Knowledge and Skills		
Understanding the needs of children and their families	X	
Knowledge of up-to-date legislation surrounding attendance and non-compliance with statutory regulations including new DfE guidance	X	
Safeguarding and attendance monitoring procedures	X	

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Ability to analyse, interpret and understand relevant data and present it in useful forms to pupils, staff and families.	X	
The ability to respond calmly to a variety of situations	X	
The ability to relate well to people of all ages and backgrounds	X	
The ability to deal sensitively with people	X	
Ability to analyse and interpret data and present it in a useful form to pupils and staff		X
Knowledge of how to access a variety of support services		X
Personal Qualities		
Be committed to raising standards	X	
Be someone who can create an atmosphere in which children can thrive and belong	X	
Have excellent interpersonal skills	X	
Have effective communication and organisation skills	X	
Have the ability to manage workloads and work calmly under pressure	X	
Other Requirements		
Hold a current driving licence		X

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