



Personal Specification

POST TITLE: Attendance Officer (office based with occasional home visits when required)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> 5 GCSEs or Equivalent including Maths and English 	<ul style="list-style-type: none"> Evidence of further Training or Development First Aid qualification A Levels or higher equivalent 	<ul style="list-style-type: none"> Application form Certificates Interview
Work Experience	<ul style="list-style-type: none"> Experience of working in a busy office environment Experience of/or sound knowledge of analysing data 	<ul style="list-style-type: none"> Experience in a school environment relevant to the post Experience of working with vulnerable children Knowledge of Alternative Provision Previous school-based experience 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Understanding of relevant policies/codes of practice and awareness of relevant legislation Sound knowledge of safeguarding Competent in Microsoft applications and PC, video, photocopier etc Ability to self-evaluate learning needs and actively seek learning opportunities Accurate record keeping Ability to communicate with a range of people by phone, email & letter 	<ul style="list-style-type: none"> Basic understanding of child development and learning Knowledge of CPOMS and other MIS 	<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Ability to relate well to children and adults Committed to the principles of equality and diversity Flexible approach to work Work with complete discretion and confidentiality 		<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Enhanced clearance from the Disclosure and Barring Service 		