## Person Specification:

## Attendance Officer

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| Education, Qualifications & Experience | 1. Educated to degree level or equivalent. 2. Has recent, relevant experience in a similar role |
| Knowledge, Skills & Understanding | 1. Ability to communicate effectively, both orally and in writing, with a range of audiences. 2. Proven administrative and organisational skills. 3. Ability to work to and recognise the ability to work to deadlines. |
|  | 1. Has high disciplinary standards and can manage difficult behaviour. |
| Monitoring, Evaluation & Review and Accountability | 1. Has a sound understanding of data and is able to identify patterns of concern / success. |
| Other Professional Requirements | 1. A commitment to, and understanding of, the wider aspects of student development 2. An understanding of the importance of pupil safeguarding and how this can be applied to this role. 3. Has the ability to work with parents, external agencies and the wider community. 4. Is determined to promote a culture that celebrates success. 5. Is a strong role model for staff and students including having excellent attendance and punctuality. 6. Is flexible, able to work under pressure and meet deadlines. |