PERSON SPECIFICATION

Job Title:	Attendance Officer	**Job Ref:**	XS 209a,b
Job Family:	Children's Services	**Grade:**	Level 1 -Dorset Grade 7 Level 2 -Dorset Grade 8

CRITERIA	**EVIDENCE**
EDUCATION AND PROFESSIONAL QUALIFICATIONS	**(See Key)**
Essential	
1. A good standard of general education, in particular, the ability to write to a high standard of literacy and with developed report writing skills.	2; 5
2. Good level of IT competence, including Word and Excel.	1; 2; 5
3. Ability to undertake the travel requirement of this role.	1; 2
Desirable	
4. A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification.	2
KNOWLEDGE	
Essential	
5. Up-to-date knowledge of attendance regulations.	1; 3; 4
6. An understanding of the issues affecting truancy and non-school attendance.	1; 4
7. An understanding of issues that may affect a student's ability to attend school	1; 4
8. Awareness of legislation relating to the welfare and protection of young people.	1; 4
Desirable	
EXPERIENCE	
Essential	
9. Working within a school attendance related service.	1; 4; 5
10. Working with young people and their families, preferably within an educational context.	1; 4; 5
11. Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.	1; 3; 4; 5
Desirable	
12. Working with professionals and other agencies and in a multi-agency context.	1; 4
13. Previous experience of SIMS Attendance Module	1; 4
KEY SKILLS	
Essential	
14. Well-developed administrative and organisational skills.	4; 5
15. Ability to cope with stressful/conflict situations.	4; 5
16. Ability to manage home visits	4; 5
17. Sensitivity in dealing with confidential issues.	4; 5

Evidence method for criteria

1. Application Form 2. Sight of Certificates 3. Testing 4. Interview 5. References

18. Ability to persuade and negotiate and have the confidence to challenge difficult behaviour.	4; 5
19. Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met.	4; 5
20. Good communication skills, both written and oral, with both adults and young people.	1; 4; 5
21. Personal credibility to deal with a wide range of stakeholders and represent the school in dealings with external representatives (e.g. EWO, social workers, police etc).	1; 4
22. Able to work on own initiative as well as in a team.	4; 5
23. Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups.	1; 3; 4; 5

Desirable

OTHER FACTORS

Essential

24. Maintains a professional and positive manner.	4; 5
25. Learns from mistakes and takes responsibility for monitoring and achieving own targets.	4; 5

Desirable

Person Specification prepared by:			
Designation:		**Date:**	

Evidence method for criteria

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