

## **St Osmund's Middle School Attendance Officer**

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Achieved CSE/GCSE/O level or equivalent qualification in English and Maths  Good level of IT competence, including word and excel	Evidence of recent CPD
<b>Knowledge, Understanding &amp; Experience</b>	Knowledge of Safeguarding procedures  Up to date knowledge of attendance regulations  Experience of working with children in an education setting  An understanding of the issues that may affect a student's ability to attend school	Working within a school attendance environment  Working with young people and their families, preferably within an educational context  Using IT systems to compile reports as well as analysing statistical data for monitoring purposes  Previous experience of working with Arbor
<b>Skills</b>	Motivated and organised Able to use own initiative  Skills of empathy, listening, communication and responding with appropriate language  The ability to contribute effectively to the workload and responsibilities of a team, demonstrating the ability to be flexible and adaptable  Able to work positively and sensitively with colleagues, parents, a range of professionals and pupils  Willing to attend and contribute to school staff meetings and INSET	Willingness and ability to contribute to the wider life of the school.  Willingness to seek opportunities towards continuous professional development  Ability to adapt practice accordingly