

St Osmund's Middle School Attendance Officer

Person Specification

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