

**KINGSLEIGH PRIMARY SCHOOL**  
**ATTENDANCE OFFICER – PERSON SPECIFICATION**



<b><u>Qualifications/Training Requirement</u></b>	<b><u>Criteria</u></b>
GCSEs with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education	Essential
Ability to undertake the travel requirement of this role	Essential
A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification	Desirable
Level 3 Safeguarding trained	Desirable
<b><u>Experience &amp; Knowledge</u></b>	<b><u>Criteria</u></b>
Proven experience in an administrative role, ideally within a school environment	Essential
Experience of working with children	Desirable
Up-to-date knowledge of attendance regulations	Desirable
An understanding of the issues affecting non-school attendance and issues that may affect a pupils ability to attend school	Desirable
Awareness of legislation relating to the welfare and protection of young people	Desirable
Working with young people and their families, preferably within an educational context, to promote positive behaviour and support pupils	Essential
Working with professionals and other agencies and in a multi-agency context	Desirable
Previous experience of Arbor – School management Information System	Desirable
Knowledge of school policies such as Child Safeguarding procedures, behaviour management, fire and emergency	Desirable
<b><u>Skills and Abilities</u></b>	<b><u>Criteria</u></b>
Well-developed administrative and organisational skills	Essential
Strong organisational and time-management skills	Essential
Excellent communication skills, both written and verbal	Essential
Ability to work independently and as part of a team	Essential
Ability to handle sensitive situations with discretion and empathy	Essential
Ability to handle confidential information with discretion	Essential
Ability to cope with stressful/conflict situations	Essential
Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met	Essential
Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups	Essential
Maintain a professional and positive manner	Essential