

# Person Specification



## Attendance Officer

Criteria	Essential	Desirable	Evidence
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English Grade C and above</li> <li>Completed qualifications, certificates or CPD in the management of student attendance</li> </ul>	<ul style="list-style-type: none"> <li>Educated to GCE A level or equivalent</li> <li>Further professional development within attendance management</li> </ul>	Application form, Certificate, References
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an Education environment</li> <li>Experience of the statutory requirements for monitoring and reporting student attendance internally and externally</li> <li>Experience of preparing and presenting reports for Court and for case conferences</li> <li>Experience of working with children and/or families within an education or social work environment</li> <li>Experience of managing and prioritising a caseload and responding positively to a wide range of priorities</li> <li>Experienced in the creation and analysis of attendance data</li> <li>Proven experience of leading a team</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience in an attendance position with line management responsibilities</li> <li>Experience of attendance tracking software</li> <li>Knowledge or experience of working with stakeholders</li> <li>Experience of working with multi-agencies</li> </ul>	Application form, Interview, Reference
<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"> <li>Strong understanding of the complexity of attendance management</li> <li>Excellent understanding of attendance administration and management functions</li> <li>Ability to relate sensitively to service users with complex problems and to contribute to a team approach to ensure that service user issues are considered</li> <li>Ability to provide clear professional advice on matters relating to Academy attendance, exclusions and Pastoral Support Plans</li> <li>Knowledge of data protection legislation</li> <li>High level of IT Skills, including knowledge and experience of Windows and Microsoft Office</li> <li>Attention to detail and accuracy</li> <li>Excellent organisational and interpersonal skills</li> <li>good organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with modern database and information system technologies.</li> <li>Knowledge of data sources, specific to the education sector</li> <li>Proficient user of SIMs</li> </ul>	Application form, Interview, Reference
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work on own initiative or as part of a team</li> <li>Ability to prioritise, perform under pressure and meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Ability to engage with a diverse range of people at all levels</li> </ul>	Application form, Interview, Enhanced

	<ul style="list-style-type: none"> <li>• Ability to positively represent the Academy Trust to parents and other stakeholders</li> <li>• Excellent communication and collaboration skills</li> <li>• Ability to remain impartial</li> <li>• Ability to maintain confidentiality</li> </ul>		DBS, References
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to work outside normal working hours if required</li> <li>• Suitability to work with children</li> <li>• Willingness to undertake further professional development</li> <li>• Committed to the Academy's Equal Opportunities policies</li> </ul>	<ul style="list-style-type: none"> <li>• A genuine ambition and interest in improving the life choices for our young people and the wider community</li> </ul>	Interview, Enhanced DBS, References

**Teesside Learning Trust are committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment.  
All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**