

Person Specification – Attendance Officer

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. SKILLS, KNOWLEDGE AND APTITUDE	<ul style="list-style-type: none"> • Good inter-personal skills including mediation and conflict resolution. • Demonstrate awareness of legislation relating to school attendance. • Ability to prepare and write reports and produce factual and statistical information as required. • Demonstrate awareness of legislation relating to the welfare and protection of children. • Demonstrate awareness of risk • Literacy and numeracy Skills 	<ul style="list-style-type: none"> • Knowledge of the education system 	Application form Interview Case study References
2. EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in an educational and/or social care setting with young people/adults. • Effective communication with children, carers and other professionals. • Ability to display an understanding of social/welfare issues as they affect children, families and schools. • Ability to work on own initiative within school protocols/procedures. • Ability to deal with difficult situations. 	<ul style="list-style-type: none"> • Experience in working within statutory/voluntary agencies dealing with children and families. 	Application form Interview References
3. DISPOSITION	<ul style="list-style-type: none"> • Commitment to equal opportunities in service delivery and employment. • Follow school approach to supporting children and families. • Ability to maintain a professional manner in challenging situations. • Confidence to challenge difficult behaviour. • Confidence to challenge other professionals. 		Application form Interview References
4. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • No adverse criminal record. • Visiting families in their homes is a regular requirement of this post. • Flexibility in work pattern may be required occasionally. • Car owner or access to mobility transport • Full driving licence 		Certificate of disclosure Application form Interview References Enhanced CRB disclosure