

ATTENDANCE OFFICER

PERSON SPECIFICATION



Column 1 = Requirements

Column 2 = Status of Requirements: E – Essential D - Desirable

Column 3 = Method Identified: A – Application I – Interview R - Reference

Column 1	Column 2	Column 3
Education and Training		
• GCSE's Grade C or above in English and Maths (or equivalent)	E	A
• First Aid qualification	D	A
• Additional qualifications relevant to working with children	D	A, I
• Demonstrate evidence of continued professional development	E	A, I
• Computer literate particularly Microsoft Office Suite	E	A, I
Experience		
• Experience of working in a role with young people	D	A, I, R
• Experience of working in a school	D	A, I, R
• Experience of working in an 11-16 school setting	D	A, I
• Experience of working with outside agencies linked to young people	D	A, I
• Experience of working with young people in relation to attendance and punctuality	D	A, I
• Experience of working with families in relation to attendance and punctuality	D	A, I
• Experience working with attendance tracking software including Sims	D	A, I
Knowledge & Understanding		
• Effective communication and interpersonal skills, suitable for a variety of audiences e.g. staff, students, governors	E	A, I
• Ability to work independently and as part of a team	E	A, I, R
• Ability to work to specific instructions and follow policy	E	A, I, R
• Ability to maintain resilience, understanding and positive thinking when working with young people	E	A, I
• Excellent organisational and time management skills, including prioritising	E	A, I, R
• ICT Literate, including word and Excel	E	A, I
• Driving Licence and ability to travel locally (with necessary insurance)	E	A, I
Skills and Abilities		
• Ability to work within a team and have a flexible approach within that team	E	A, I, R
• Ability to lead others	E	A, I, R
• Ability to organise workload and work effectively under pressure	E	A, I, R
• Excellent communication skills; able to communicate effectively both verbally and in writing with a range of audiences	E	A, I, R
• Ability to work on own initiative	E	A, I, R
• Strong interpersonal skills; able to liaise and work with internal and external stakeholders at all levels, and develop effective working relationships	E	A, I, R
• Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail	E	A, I, R
• Proactive and responsive; able to anticipate needs and to plan work and the efficient and effective use of resources, adapting plans to meet needs	E	A, I, R
• Professional personal presentation; able to represent the school in a positive light at all times	E	A, I, R
• Able to maintain accurate and organised electronic and hard copy filing systems	E	A, I, R
• Able to follow the school's safeguarding procedures and recognise when to report any concerns	E	A, I, R
• Able to handle complaints and difficult situations in a patient, calm and effective way, and to demonstrate tact and empathy when dealing with sensitive issues	E	A, I, R
• Excellent motivational and team working skills	E	A, I, R
Personal Qualities		
• Ability to establish and maintain good working relationships and to relate to people of all ages	E	A, I, R
• Enthusiasm and energy – with a real passion for working with vulnerable young people	E	A, I, R
• A flexible, proactive approach	E	A, I, R
• Commitment to equality of opportunity	E	I
• Possess a desire to develop professionally	E	I
• Committed to improving standards with a belief that all things are possible and that everyone can succeed	E	I
• Demonstrate a high degree of professionalism, resilience, positive outlook, energy, enthusiasm, creativity, drive; to be flexible and to work as part of a team; able and willing to contribute to the sharing of good practice	E	I

• A genuine liking for young people and a dedication to the development of the whole-student	E	A, I, R
• Innovative and creative thinker	E	A, I
• Hard working, tenacious, resilient and responds well to pressure	E	A, I
• Flexibility, sensitivity and the ability to find solutions to problems	E	A, I
• Professional pride and integrity, adaptability and high expectations of all	E	A, I
• The willingness to support colleagues	E	A, I
• High personal standards – dress, conduct, and presentation	E	I
• Flexibility with working hours should the need arise	E	A, I

Safer Recruitment

The Derby High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and is therefore subject to enhanced DBS clearance. All staff appointed to the school will need to demonstrate their suitability to work safely with young people.

PLEASE NOTE

The school has an agreed dress code and all members of staff are expected to be smartly and professionally attired.

The school operates a no smoking policy.