



## Attendance Manager Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

	Essential	Desirable	Evidence A – application C – certificate I - interview
<b>Experience and Qualifications</b>			
Experience of working with young people of secondary school age in a school, social care, youth work or similar setting	✓		A/I
Experience of dealing with parents and external partners/agencies		✓	I
A Level qualifications (or equivalent)	✓		A/C
Educated to degree level (or equivalent)		✓	A/C
Full clean driving license		✓	A
Experience in the use of SIMS software package		✓	A/I
<b>Abilities and Knowledge</b>			
Demonstrable understanding of legislation relating to school attendance	✓		A/I
Good organisational skills, including the ability to organise a workload which will have conflicting demands and priorities	✓		I
Ability to support families and carers with students with challenging needs/behaviours	✓		A/I
Excellent ICT skills including Microsoft Office	✓		I
An ability to work calmly and methodically when under pressure	✓		I
An understanding of and respect for confidentiality, sensitivity and discretion	✓		A/I
An understanding of safeguarding and child protection matters	✓		A/I
An ability to make decisions independently when appropriate	✓		A/I
An ability to problem solve in response to queries and be able to make informed decisions	✓		A/I
Demonstrate an understanding of literacy, articulacy and the correct use of standard English	✓		A/I
<b>Personal Qualities</b>			
Enthusiastic, hard-working, flexible and resilient team player	✓		A/I
Ability to communicate clearly and sensitively, both orally and in writing, with pupils, parents/carers, multi-agency partners and staff	✓		I
Ability to form positive professional relationships with colleagues, parents/carers and students	✓		A/I
Ability to self-evaluate learning needs and willingness to participate in development and training opportunities	✓		I
Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection	✓		I
Show respect and promote the School's CHARACTER values	✓		A/I