

Person Specification – School Attendance Officer

Qualifications Essential Desirable	Essential	Desirable
Educated to NVQ level 3 / 4 or equivalent.	Y	
The ability to write to a good standard of literacy to include excellent report writing skills.	Y	
A relevant degree.		Y
A professional qualification relevant to the post such as social worker, teaching, youth work or other relevant qualification.		Y
Driver's Licence and access to a vehicle.	Y	
Experience Essential Desirable		
At least one year's related experience of work within a school attendance related service.		Y
Working with children, young people, parents and families preferably within an educational context. As a part of a team, as well as on your own initiative.	Y	
Working with professionals from other agencies and in multi agency context	Y	
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.	Y	
Knowledge Essential Desirable		
School systems and an understanding of the issues affecting truancy and non-school attendance.	Y	
Demonstrate an understanding of issues linked to confidentiality.	Y	
Demonstrate knowledge of attendance regulations.		Y
Demonstrate an understanding of issues that may affect a student's ability to attend school.	Y	
Skills Essential Desirable		
Ability to communicate effectively both orally and in writing especially with student's, parents, school staff, EWS, social workers and other professionals.	Y	
Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.	Y	
Ability to persuade and negotiate as well as good interpersonal / communication skills.	Y	
Able to use own initiative and work alone when necessary.	Y	
Ability to overcome communication barriers with children and students.	Y	
Ability to listen effectively.	Y	
Ability to maintain accurate and up to date records.	Y	
Ability to meet tight deadlines and plan and manage own time effectively.	Y	
Demonstrate an ability to cope with stressful / conflict situations.	Y	