

HAYDON SCHOOL
PERSON SPECIFICATION – ATTENDANCE & PUNCTUALITY OFFICER

Attributes	Essential/Desirable	How Identified
<u>Qualifications</u>		
Education to A Level	Desirable	Certificate / Application
At least 5 GCSEs grades A - C to include English & Maths	Essential	Certificate / Application
A clean driving licence	Essential	Certificate / Application
<u>Experience and Associated Skills</u>		
Experience of working with students in a secondary school setting	Essential	Application/Reference / Interview
Experience of working with parents	Essential	Application/Reference / Interview
Awareness of government advice on school attendance	Essential	Application / Interview
Experience of working with students who may have become disengaged from school	Desirable	Application / Interview
Confidentiality	Essential	Application / Interview
<u>Other relevant experience and training</u>		
Ability to demonstrate a willingness to improve own practices and methodologies through the utilization of available information	Essential	Application/ Interview/Reference
<u>Personal skills and specialist knowledge</u>		
Awareness and working knowledge of relevant policies/codes of practice and awareness of relevant legislation with regards to school attendance and punctuality	Essential	Interview/Reference
Use ICT effectively	Essential	Interview/Reference
Ability to be able to use SIMs effectively	Essential	Interview/Reference
Ability to be able to interpret and understand data	Essential	Interview/Reference
Ability to relate well to adults	Essential	Interview/Reference
Be able to work with students 1:1 and in small groups	Essential	Interview/Reference
Ability to be able to relate well to students particularly those with emotional and social difficulties.	Essential	Interview/Reference
Understanding of the school curriculum	Essential	Interview/Reference
Be able to communicate with outside agencies	Essential	Interview/Reference
A sense of humour	Essential	Interview/Reference
Excellent communication skills	Essential	Interview/Reference

DATE – MARCH 2022