

PERSON SPECIFICATION: Attendance Admin Officer

Method of Assessment (M.O.A.)

AF = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

	ESSENTIAL	DESIRABLE	M.O.A
SKILLS & EXPERIENCE	Experience of working in an educational setting with young people.	Experience in working within statutory/voluntary agencies dealing with children and families	AF/I
	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 prepare and write reports and produce factual and statistical information as required	AF/I
	Ability to work own initiative within departmental procedures		AF/I
	Ability to deal with difficult situations		AF/I
	Good inter-personal skills		AF/I
	Demonstrable awareness of legislation relating to the welfare and protection of children		AF/I
	Demonstrate awareness of risk		AF/I
	Ability to prioritise and manage own workload.		AF/I
	Excellent ICT skills		AF/I
	Excellent communication skills.		AF/I
	Excellent Literacy and Numeracy skills		AF/I
	Sensitivity and caring skills.		AF/I
	Flexible approach to supporting children and families		AF/I
Ability to maintain a professional manner in challenging situations		AF/I	

	The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.		AF/I AF/I
KNOWLEDGE & UNDERSTANDING	<p>Knowledge of Safeguarding legislation and procedures.</p> <p>Knowledge of behavioural management techniques</p> <p>Knowledge of the schools policies and procedures</p> <p>Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.</p>	<p>Knowledge of Health & Safety regulations</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
OTHER REQUIREMENTS	<p>To be committed to the school's policies and ethos.</p> <p>To be committed to Continuing Professional Development.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours and attitudes.</p> <p>Ability to use authority and maintaining discipline</p>		AF/I
CONTRA INDICATORS	Positive DBS disclosure relating to offences against children or vulnerable adults		