



# Attendance Officer

Montsaye is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## PERSON SPECIFICATION

	<b>ESSENTIAL</b> It is essential candidates can provide evidence of:	<b>DESIRABLE</b> It is desirable candidates can provide evidence of:
<b>Qualifications</b>	GCSE Maths and English at grade C or above	
<b>Experience/Skills/ Curriculum</b>	<p>Experience in dealing with people</p> <p>Excellent verbal communication skills</p> <p>IT literate, with appropriate keyboard skills, wordprocessing skills and knowledge of Microsoft Office software or equivalent</p> <p>Appropriate levels of literacy and numeracy</p> <p>Good Organisational skills</p> <p>Ability to maintain confidentiality</p> <p>Ability to maintain a professional manner in challenging situations</p> <p>Ability to work under pressure and meet deadlines</p> <p>Flexible approach to students and families</p> <p>Stay motivated and able to work with minimum supervision</p> <p>Demonstartable awareness of legislation relating to school attendance and welfare/protection of children</p>	<p>Knowledge of SIMS/Go 4 Schools database</p> <p>Experience of Excel Spreadsheets</p> <p>Knowledge of the education system</p> <p>Experience of working in an educational and/or social care setting with young people</p> <p>Car owner with full clean driving licence</p>
<b>Written application</b>	A well constructed, legible application	
<b>Communication</b>	An ability to communicate effectively in oral and written forms	
<b>Relationships</b>	An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students	
<b>Equal Opportunities</b>	An understanding of issues relating to equal opportunities	Examples of good practice from their own experience
<b>Health and Appearance</b>	Evidence of a good attendance and punctuality record. Professional appearance and willingness to dress professionally in accordance with the culture of the organisation	
<b>Disclosure and Barring Service Check</b>	Willingness to provide a full Disclosure and Barring Service disclosure	