

**ATTENDANCE OFFICER**

**PERSON SPECIFICATION**

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| ASSESSMENT METHOD | SHORT-LISTING CRITERIA | ESSENTIAL | DESIRABLE |
|  | Experience of clerical work including knowledge of database applications i.e. SIMS |  | X |
|  | Experience of Microsoft Office including Excel | X |  |
|  | Good standard of literacy | X |  |
|  | Experience of working within an educational setting | X |  |
|  | Willingness to participate in training | X |  |
|  | To have a polite and helpful telephone manner | X |  |
|  | To have good communication and organisational skills | X |  |
|  | Minimum 5 years office experience |  | X |
|  | Excellent numeracy skills | X |  |
|  | To be able to work as part of a team as well as on own initiative. | X |  |
|  | To be able to work with professionals from outside agencies and in a multi-agency context. | X |  |
|  | To understand issues affecting truancy and non-school attendance. | X |  |