



Priory School (Foundation)

Attendance Officer Person Specification

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Education/Qualifications: The successful candidate will have:	E	D	A	I
GCSE grade 4 or above in English and Maths (or equivalent)	✓		✓	

Experience: The successful candidate will have:	E	D	A	I
Experience working in a school environment or other educational setting	✓		✓	✓
Experience identifying interventions to raise attendance of pupils		✓	✓	✓
Experience working directly with pupils and parents	✓		✓	✓
Experience working collaboratively with colleagues	✓		✓	✓
Experience analysing data, producing reports and identifying key insights	✓		✓	✓

Skills and Knowledge: The successful candidate will have:	E	D	A	I
Good listening skills	✓		✓	✓
Effective written and verbal communication skills	✓		✓	✓
Knowledge of the potential barriers to high attendance that pupils may face	✓		✓	✓
Ability to tailor interventions to individual pupils	✓		✓	✓
Ability to use IT systems and to conduct analysis and produce reports	✓		✓	✓
Good knowledge of Excel	✓		✓	✓
Good knowledge of Arbor		✓	✓	✓
Ability to create good relationships with pupils, staff and parents	✓		✓	✓

Personal attributes: The successful candidate will demonstrate:	E	D	A	I
Willingness to provide the best possible opportunities for all pupils	✓		✓	✓
Organised, proactive and self-motivated	✓		✓	✓
Good time management skills	✓		✓	✓
Commitment to upholding and promoting the ethos and values of the school	✓		✓	✓
Ability to work under pressure and prioritise effectively	✓		✓	✓
Ability to maintain confidentiality at all times	✓		✓	✓
Committed to safeguarding, equality, diversity and inclusion	✓		✓	✓
The ability to comply with all school policies	✓		✓	✓