



St Gregory's Catholic Primary School
Person Specification – Attendance Officer



Attributes	Essential	Desirable	A	I	R
Qualifications and Professional Development					
Education	❖ GCSE or equivalent level, including at least a grade C in English and maths ❖ Further relevant qualifications/experience relevant to, or in the role		✓	✓	
Experience	❖ Experience working in a school environment or other educational setting ❖ Experience working directly with pupils and parents/carers ❖ Experience working collaboratively with colleagues ❖ Experience of working collaboratively with external partners, such as the local authority, health professionals and social care ❖ Experience analysing data and producing reports, and identifying key insights		✓	✓	✓
Professional Skills					
Skills and Abilities	❖ Driving Licence ❖ Good listening skills ❖ Effective written and verbal communication skills ❖ Knowledge of the possible interventions to raise attendance ❖ Knowledge of the potential barriers to high attendance that pupils may face ❖ Ability to tailor interventions to individual pupils ❖ Ability to use IT systems, such as school MIS, and to conduct analysis and produce reports ❖ Good knowledge of Excel or other tools for analysing and visualizing data ❖ Ability to create good relationships with pupils, staff and parents/carers		✓	✓	✓

Personal Characteristics / Commitment	❖ Willingness to provide the best possible opportunities for all pupils ❖ Good time management skills ❖ Ability to work under pressure and prioritise effectively ❖ Ability to handle difficult conversations with families while maintaining a professional and supportive approach ❖ Ability to maintain confidentiality at all times ❖ Values and respects the views of children ❖ Reliable with great integrity ❖ Well organised, enthusiastic, energetic and flexible Resilient, able to work under pressure, with good time management ❖ Understand the commitment to the concept of equal opportunities ❖ A hard working and committed individual. ❖ A commitment to lifelong learning and CPD.		✓	✓	✓
Safeguarding and School Ethos	❖ Know how to implement Safeguarding policy and procedures. ❖ Know the latest 'Keeping Children Safe in School' safeguarding document ❖ Committed to safeguarding, equality, diversity and inclusion ❖ A commitment to support the catholic ethos of the school and the mission values.	❖ Relevant safeguarding professional development	✓	✓	✓

A- Application I – Interview R - Reference

Other Requirements and Information

- ❖ Application forms should be completed in full and should address the criteria identified in the person specification.
- ❖ Written references only confirming professional and personal knowledge, skills and abilities referred to above.