



Hyde High School

Person Specification: Attendance Officer Grade: F Working pattern: 36 hours per week term time only		
Responsible to	Deputy Headteacher (Behaviour and Welfare)	
Core Role	As part of the school's Pastoral Team, the Attendance Officer will have responsibility for maintaining and further developing systems which promote excellent attendance and reduce levels of absence. They will work with children, families and outside agencies within a statutory framework to improve attendance and punctuality at school.	
		E: Essential D: Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSE grades A*-C (or equivalent) including both English and maths 	E
Knowledge and experience of:	<ul style="list-style-type: none"> Knowledge of relevant statutory safeguarding and legislative frameworks. 	E
	<ul style="list-style-type: none"> Experience of working in a secondary school environment. 	D
	<ul style="list-style-type: none"> Experience of working with young people. 	E
	<ul style="list-style-type: none"> Experience of using a relevant Management Information System. 	E
	<ul style="list-style-type: none"> Understanding of and ability to interpret data relevant to pupils' attendance. 	E
	<ul style="list-style-type: none"> Ability to communicate in a confident and confidential manner with all stakeholders. 	E
	<ul style="list-style-type: none"> Experience of parental engagement relevant to the role. 	D
	<ul style="list-style-type: none"> Experience of conflict resolution involving pupils and families. 	D
	<ul style="list-style-type: none"> Experience of dealing with a variety of agencies and colleagues within a work setting. 	E
Personal skills and qualities	<ul style="list-style-type: none"> A clear commitment to equal opportunities. 	E
	<ul style="list-style-type: none"> A clear commitment to the safeguarding of children. 	E
	<ul style="list-style-type: none"> Excellent administrative and organisational skills. 	E
	<ul style="list-style-type: none"> Ability to develop and maintain constructive relationships with pupils and families. 	E
	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. 	E
	<ul style="list-style-type: none"> Ability to motivate pupils and to provide strategies to overcome barriers to attending. 	E
	<ul style="list-style-type: none"> To be confident in addressing large groups of pupils and/or staff including delivering assemblies. 	E
	<ul style="list-style-type: none"> To be conscientious, hard-working and reliable. 	E
	<ul style="list-style-type: none"> Ability to work effectively within a team and also individually using self-motivated initiative. 	E
	<ul style="list-style-type: none"> Ability to work effectively within defined timescales. 	E
	<ul style="list-style-type: none"> Ability to promote a positive ethos around school and to act as a role model. 	E
	<ul style="list-style-type: none"> Ability to plan and organise own workloads and to work flexibly. 	E
	<ul style="list-style-type: none"> Competent and confident in the use of ICT. 	E
	<ul style="list-style-type: none"> Ability to maintain and produce accurate information and records. 	E
	<ul style="list-style-type: none"> Ability to analyse and interpret attendance data. 	E
	<ul style="list-style-type: none"> Ability to construct letters and reports that are clear, concise and appropriate to the needs of the recipient. 	E
	<ul style="list-style-type: none"> A proven record of excellent attendance and punctuality. 	E
	<ul style="list-style-type: none"> A willingness to learn new skills and to undertake further professional development 	E
	<ul style="list-style-type: none"> To be resilient with a sense of humour and a positive outlook. 	E