

JOB TITLE: Attendance Officer

DEPARTMENT: Pastoral / Student Services

SECTION: Secondary School

Qualifications and Experience

- Essential: Minimum 5 GCSEs A*-C including Maths and English or equivalent qualification or experience
- Several years demonstrable experience of working in an office environment at a senior level
- Experience in planning, organising and prioritising own work schedule
- Experience of school management system software

Knowledge and Understanding

- Knowledge of national attendance regulations for schools
- Experience of working with children of relevant age
- Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation
- Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources
- Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation

Skills and Abilities

- Excellent numeracy / literacy skills
- Able to maintain records
- Able to work with groups of students or individual students
- Able to competently use IT systems to compile reports as well as analysing statistical data for monitoring purposes
- Able to communicate effectively with students, colleagues, parents and external agencies
- Able to maintain confidentiality
- Able to provide advice and guidance to senior staff / Head Teacher / Governors and provide reports as required
- Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues
- Able to plan and develop systems
- Able to identify potential difficulties / issues, analyse them and make recommendations

Personal Qualities

- High expectations and a commitment to raising standards of attainment of self and others
- Able to reflect objectively on own performance
- Demonstrate an understanding of issues that may affect a student's ability to attend school
- Good communication, planning and organisational skills
- Acts as a positive role model to staff and students
- Effective team member
- Happy to use initiative
- Personal motivation and genuine passion to ensure students achieve
- Commitment to safeguarding procedures
- Confidence, enthusiasm and can-do attitude
- Resilience (an ability to cope with stressful / conflict situations)
- Commitment to continuing professional development
- Motivation to work with children and young people

Equalities

- Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.