

	Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications	- Maths GCSE or equivalent (Grade C or above) - English GCSE or equivalent (Grade C or above)	Application Certificates	Up-to-date Safeguarding Training (Level 1)	Application Certificates
Experience	- Office and clerical experience - Experience of attendance procedures - Experience of working with families to improve children's attendance - Relevant personal and professional development - Work in an environment which included experience of taking initiative, self-motivation and maintaining confidentiality - Working as an effective member of a team	Application Interview	- Experience of working in a school office environment - Experience of school financial procedures - Setting up and maintaining manual and computerised systems - Experience of adding/updating attendance information on the school website - Working to support families to improve pupil attendance	Application Interview References
Knowledge & Skills	- Good interpersonal skills - Good organisational and time management skills; able to work to deadlines - Working knowledge of IT systems to record and track attendance - Proficient in the use of ICT software including Microsoft Word, Excel and email - Able to maintain confidentiality - A positive attitude to personal development and training	Application Interview	- Good understanding of issues preventing children attending school - Good understanding of strategies to improve the attendance of persistent absentees - Communicate effectively verbally and in writing to parents, carers and other stakeholders	Application Interview References
Special Requirements	- Awareness of safeguarding issues and procedures - Willingness to visit parents/carers at home as appropriate - Articulate, well-motivated and reliable - Able to work flexibly to meet the changing demands of the school - Good sense of humour - Embrace the school's ethos	Application Interview	Ability and willingness to work in partnership with the school's Family Liaison Team	Application Interview