

PERSON SPECIFICATION
Attendance Welfare Officer

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Educated to NVQ Level 2 or equivalent First Aid Certificate
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Ability to write letters and reports
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor and use various IT packages
Communication	Written	Ability to complete basic forms, letters and reports
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues Demonstrate a positive and empathetic attitude to working with challenging students and/or parents Promote the importance of excellent attendance and punctuality and its impact on learning.
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop

	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults internally within the school as well as externally Flexible and adaptable attitude to work, colleagues and customers (internal and external)
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Ability to organise workload and meet deadlines
	Line Management	N/A
	Time Management	Ability to use own initiative and manage own time effectively Ability to work effectively under pressure and remain calm and empathetic
	Creativity	Proactive and pragmatic approach to identify ways in which to support students and their families/carers to meet school expectations
	Adaptability	Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications