



# ALL SAINTS RC SCHOOL

Diocese of Middlesbrough  
Head Teacher: Mrs S L Keelan-Beardsley

## Person Specification – Attendance Officer

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths - Grade C or equivalent (A, I, T)</li> <li>Experience of using Microsoft Office (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 /3 Support Work in Schools (A)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Demonstrable awareness of legislation relating to school attendance (A, I,)</li> <li>Ability to prepare and write reports and produce factual and statistical information as required.</li> <li>Ability to problem solve</li> <li>To be able to work with other adults including outside agencies. (A, I)</li> <li>Have high expectations of student attendance and behaviour (A,I)</li> <li>To be ICT literate with the ability to manage attendance data, analysing, interpreting information and present reports (A, I)</li> <li>To have an understanding of safeguarding (I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using Bromcom system or similar data management system (A, I)</li> <li>Experience of working with young people of Primary and/or Secondary School age (A)</li> <li>Experience of working as part of a schools pastoral team (A, I)</li> <li>Experience of maintaining an attendance system (A)</li> <li>To have experience in resolving conflict situations (I)</li> <li>To have a good knowledge of current educational issues and initiatives. (A, I)</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>To support and contribute to the school's Catholic Ethos. (I)</li> <li>A passion for working with young people having regard for their welfare. (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>Self-aware and self-reflective (A, I)</li> <li>Dedication to improving standards (A, I)</li> <li>A desire for career progression (A, I)</li> <li>Coaching and or mentoring experience (A, I)</li> </ul>

	<ul style="list-style-type: none"> <li>• To be flexible and versatile and be able to demonstrate excellent communication, organisational and interpersonal skills (I)</li> <li>• To maintain a caring and supportive environment (AI)</li> <li>• To be able to gain the confidence of and have excellent working relationships with colleagues and students. (I)</li> <li>• To be self-reflective, with the ability and desire to improve own performance. (A, I)</li> <li>• To be able to work under pressure and to deadlines and embrace change (A, I)</li> <li>• Ability to maintain a professional manner in challenging situations (I)</li> <li>• To have high personal standards -dress, conduct and presentation. (I)</li> <li>• To be a role model for the school values and ethos (A, I)</li> <li>• Willingness to undertake ongoing training. (I)</li> <li>• To have a sense of humour (I)</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared to make an active contribution to the wider extra-curricular life of the school. (A,I)</li> </ul>
--	--	---

The post is subject to enhanced CRB clearance. **Key: A = Application R = References I = Interview**