



Attendance Officer - Person Specification

Criteria		Evidence	Scoring Method
Qualifications and experience	GCSE or equivalent in English and Maths, grade C or above (essential)	A	Pass/Fail
	Educated to A-level standard or equivalent (desirable)	A/I	Numerical Scale
	Administrative experience within a busy office environment and the ability to produce accurate information to strict deadlines (essential)	A/I	Numerical Scale
	Working knowledge of MIS Systems and other school-based information systems – keep all pupils attendance and personal records up to date (desirable)	A/I	Numerical Scale
	Relevant previous employment experience with families and children in a multi-agency setting (desirable)	A/I	Numerical Scale
	Experience working with children and families, managing sensitive issues (desirable)	A/I	Numerical Scale
	Experience with dealing with pupils/staff in a secondary school with diplomacy and confidentiality (desirable)	A/I	Numerical Scale
Knowledge and Skills	Has well-developed ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc (essential)	A/I	Numerical Scale
	Demonstrates effective communication skills (both orally and in writing), relevant to the audience and purpose.	A/I	Numerical Scale
	The ability to proficiently use excel to record, extract data and produce Key performance Indicators for reporting purposes in a timely manner (essential)	A/I	Numerical Scale
	Exceptional standard of written and oral communication at all levels, including handling a range of enquiries and data accurately & methodically (essential)	A/I	Numerical Scale
	Ability to analyse data to produce letters and reports when required (essential)	A/I	Numerical Scale
	Ability to work to deadlines and provide reports on requested information throughout the year (essential)	A/I	Numerical Scale
	Effective team worker, who responds to change positively (essential)	A/I	Numerical Scale
Values and Behaviours	Kindness Acts with patience, respect, generosity and forgiveness. Acts with compassion and care, listens and sees the person behind the role. Focuses on relational practice; builds trust and rapport with others by empowering and elevating them.	I	Numerical Scale
	Trust Acts in a reliable, consistent, credible, honest, humble, courageous manner. Manages emotions and helps others to do the same. Keeps promises and does what they say they will.	I	Numerical scale
	Service Puts themselves in the service of others. Reduces stress and anxiety in the organisation by modelling calm and considerate behaviour. behaves in a dutiful way, demonstrating humility and self-control. Removes barriers to enable others to do their jobs well	I	Numerical scale
	Justice Does what is right, rather than what is popular or easy. Lives our sense of purpose and values in the way they behave, make decisions and communicate. Applies rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. Values difference and encouraging others to behave responsibly and with moral purpose.	I	Numerical scale

	Optimism Believes in their own ability, and the ability of others. Calls out negativity, cynicism and dishonesty. Remains positive and encouraging, helping others to overcome challenges and celebrating their success.	I	Numerical scale
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A = Application (inc. supporting letter), I = assessed during Interview Day(s)

TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.