



## HELSEBY HIGH SCHOOL

### Attendance Lead – Person Specification

Criteria	Essential	Desirable	Methods of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education including 5 GCSE's or equivalent (Graded A-C) including Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in work linked with children and young people, particularly social work, education or youth and community work.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Training and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people and their families.</li> <li>• Willingness to undertake further training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in and educational setting.</li> <li>• Experience of multi-agency working.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Job related knowledge</b>	<ul style="list-style-type: none"> <li>• ICT competent and conversant with the Microsoft Office suite of applications.</li> <li>• Knowledge of safeguarding procedures and familiar with child protection issues.</li> <li>• Have good administrative organisation and communication skills.</li> <li>• Demonstrate an understanding of issues that may affect a student's ability to attend school.</li> <li>• Demonstrate an understanding of issues linked to confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of appropriate legislation and initiatives within education.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Personal Attributes &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to analyse data.</li> <li>• Ability to liaise effectively with parents and outside agencies.</li> <li>• Enjoy working with a wide variety of young people.</li> <li>• Have excellent inter-personal skills and be able to work well as part of a team.</li> <li>• Have confidence to manage student behaviour.</li> <li>• Be resilient, firm and consistent.</li> <li>• Be comfortable with a challenging and varied workload and be able to prioritise effectively.</li> <li>• Able to maintain confidentiality where applicable.</li> <li>• Able to work in a professional manner with a wide range of people.</li> <li>• Ability to act on initiative within a team context.</li> <li>• ICT skills.</li> <li>• To show commitment to safeguarding and ensuring the welfare of children and young people.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Reference</li> </ul>