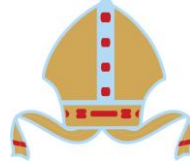


**Lincoln Bishop King Church of England Voluntary Aided Community Primary School**



**Dream big. Love God. Live well**

**Attendance Support Officer**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Good grades in English and mathematics GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent in business administration</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working directly with pupils and parents</li> <li>• Experience working collaboratively with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience identifying interventions to raise attendance of pupils</li> <li>• Experience analysing data and producing reports and identifying key insights</li> <li>•</li> <li>• Experience of working in partnership with external professionals</li> <li>• Experience of working with EAL pupils and their families or an understanding of the additional issues this may present.</li> <li>• Safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview</li> <li>• References</li> <li>• Skills test</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good listening skills</li> <li>• Effective written and verbal communication skills</li> <li>• Knowledge of the possible interventions to raise attendance</li> <li>• Knowledge of the potential barriers to high attendance that pupils may face</li> <li>• Ability to tailor interventions to individual pupils</li> <li>• Ability to use IT systems and to conduct analysis and produce reports</li> <li>• Good knowledge of Excel</li> <li>• Ability to create good relationships with pupils, staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>

	<p>and parents</p> <ul style="list-style-type: none"> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> </ul>		
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> <li>• Embraces change well.</li> <li>• Deals with difficult situations effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Able to monitor and evaluate the impact of own practice to inform next steps and planning of tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> <li>• Lesson observation</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Show commitment to supporting and developing the distinctive Christian ethos of the school.</li> <li>• A commitment to work flexibly.</li> <li>• Ability to manage change sensitively.</li> <li>• Calm approach</li> <li>• Ability to organise yourself and others and to demonstrate initiative.</li> <li>• Self-motivation and enthusiasm</li> <li>• A caring pastoral attitude towards staff and pupils</li> <li>• To have a commitment to all aspects of equal opportunities</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Letter of application</li> <li>• Lesson observation</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• A clear commitment to and understanding of Safeguarding legislation.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>