

THE BISHOP OF WINCHESTER ACADEMY
Person Specification- Attendance Officer

Ethos

Essential

- Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.
- Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
- All academy post-holders are expected to contribute to the development of young people and the community.

Education, Training and Qualifications

Essential

- Good numeracy/literacy/ICT skills
- Maths and English Grades GCSE 5 or above (A-C)

Skills and Abilities

Essential

- Ability to communicate effectively with a wide range of audiences, verbally and in writing
- Excellent time management and organisation skills
- Ability to work effectively alone or within a group
- Flexible and able to respond quickly to new situations
- Resilient and an ability to work in difficult situations, including dealing with conflict
- Ability to develop and implement new strategies to improve student attendance and punctuality
- Ability to relate to students in a pleasant and sympathetic manner and recognise potential safeguarding issues

Desirable

- Able to recognise own training needs and willing to undergo relevant training
- Ability to support families and carers of pupils with challenging behaviours

Specialist Knowledge

Desirable

- Understanding of relevant policies/codes of practice and awareness of relevant legislation

Experience

Preferred

- Experience of working in a school environment

Desirable

- Experience in using SIMS software
- Experience in pastoral care

Other

Essential

- Fully committed to all academy policies.