



Person Specification – ATTENDANCE & SAFEGUARDING OFFICER

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of GCSE “C” minimum or equivalent in English and Mathematics • Evidence of commitment to own professional development 	
Experience		<ul style="list-style-type: none"> • Experience within a school in an attendance or administrative post
Skills and Knowledge	<ul style="list-style-type: none"> • Be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving • Excellent communication skills – orally and in writing both internally and externally • Excellent interpersonal, time management and organisational skills • Able to speak with confidence in a variety of contexts • Able to motivate and encourage students • Able to maintain accurate records • High quality IT skills • Ability to create very good working relationships with teachers and pupils • Strong understanding of possible barriers to attendance by pupils with complex difficulties and of the strategies required for overcoming the barriers • Able to work with and communicate with students when required 	<ul style="list-style-type: none"> • Experience of working with students across the secondary age range • At least one year’s related experience within a school attendance or administrative post • Knowledge and understanding of safeguarding in a school • Knowledge and understanding of the collection and use of data to support other staff

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • A commitment to upholding the mission, values and Catholic ethos of Bellerive FCJ Catholic College • An awareness of, and responsiveness to, the needs of students and the ability to form appropriate relationships with them • Warmth, confidence and empathy informed by a clear sense of purpose in working with young people • The ability to model the behaviour, values and attitudes that we expect of young people • Commitment, enthusiasm and flexibility in their approach and the ability to work well as part of a team according to the needs of the school • The ability to stay positive and meet deadlines even when working under pressure. • A commitment to personal development and training • A commitment to equality of rights and opportunities • Willingness to use own initiative • Creative thinking in response to overcoming problems • Commitment to being involved in the wider life of the school 	
<p>Safeguarding and Personal Conduct</p> <ul style="list-style-type: none"> • Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment • This post is subject to an enhanced DBS disclosure • Staff are expected to follow the school's Staff Code of Conduct at all times 		