

Person Spec Attendance Liaison Officer					
Attributes	E = Essential, D = Desirable HI = How Identified	E	D	HI	Comments
Qualification	Educated to GCSE Standard - to include English and Maths	✓		A/R	
	Knowledge of current attendance guidelines and legal framework	✓		A/R	
	Understands the issues affecting truancy and non -school attendance	✓		A/R	
	Understands safeguarding and promoting welfare of students	✓		A/R/I	
Experience	Evidence of working within a school attendance related service		✓	A/I/R	
	Experience of working in a school setting		✓	A/I	
	Experience of working with professionals from other agencies/ or in a multi-agency context		✓	A/I	
Skills	To have high order, written and interpersonal communication skills	✓		A/I	
	Excellent IT skills (Microsoft Office, email)	✓		A/I	
	Ability to handle sensitive/confidential issues in an appropriate manner	✓		A/I/R	
	To be able to interact effectively with pupils, parents, staff and external agencies	✓		A/I/R	
	Ability to identify potential barriers to school attendance and engage in strategies to overcome these barriers	✓		A/R	
Personal Qualities	Commitment to comprehensive education and helping pupils to achieve high standards	✓		A/I/R	
	An understanding of school policies and procedures and a commitment to safeguarding.	✓		A/I/R	
	Ambition to succeed, develop and engage in continuous Professional Development	✓		A/I	
	Excellent organisation skills and ability to show initiative and work under pressure.	✓		A/I/R	
	To be prepared to be flexible and have a willingness to embrace change/developments	✓		A/I/R	

	To be committed to an honest, helpful, hard working approach	✓		A/R	
	A very good record of punctuality and attendance.	✓		A/R	
KEY: A= APPLICATION, I = INTERVIEW, R = REFERENCE					