



Person Specification

Job Title:	Attendance & Safeguarding Officer	Job Number: 1002831
Directorate:	People	Post Number:
Service:	Primary Schools	Grade: 6
Location:	Southfields Primary School	

Area	Description
Knowledge & Skills	<ul style="list-style-type: none">• Ability to plan, co-ordinate, monitor and critically evaluate own programmes of work• Knowledge of SIMS (or equivalent package) – particularly the ability to produce complex reports• Able to work on own and as part of a team• Effective verbal and written communication skills including the production of written reports, delivery of presentations, training, and advice and guidance for a range of different audiences• Able to establish effective working relationships with parents, professionals, individuals and organisations.• Able to establish monitoring and recording systems to measure the impact of interventions with children and families.• Able to implement and maintain high quality provision for young children and their families.
Experience:	<ul style="list-style-type: none">• Demonstrable evidence of developing and implementing strategies to help children and their families.• Experience of work with diverse communities and engaging with individuals who find it difficult to access mainstream services.• Experience of carrying out assessments to identify needs of children and families and planning appropriate interventions.• Experience of working with safeguarding issues.• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
Educational:	<ul style="list-style-type: none">• Excellent numeracy & literacy skills (Level 5 or equivalent in Maths & English)• Microsoft Office proficiency (Word / Excel / Outlook etc)
Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date Reviewed: September 2022

Updated: