



Warden Park

'The Best From All'

ATTENDANCE & WELFARE OFFICER - PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS	<ul style="list-style-type: none">• GCSE or equivalent in Maths and English• Evidence of relevant training and/or professional development.	<ul style="list-style-type: none">• 5 GCSE's or equivalent• Relevant qualification in education, social work, nursing or similar profession eg NNEB, BteC, Cert Ed, CQSW.	<ul style="list-style-type: none">• Application Form• Documentary Evidence
EXPERIENCE	<ul style="list-style-type: none">• Recent experience of working within a similar role.• Experience of working in a school, college, youth or social work setting.• Experience of liaison with outside agencies	<ul style="list-style-type: none">• Previous experience in an education environment• Experience of helping children and young people to find out about and use services and facilities.• Previous experience of a school based role that improves attendance of students	<ul style="list-style-type: none">• Application Form• References• Interview

KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge and understanding of child protection and health and safety practices and procedures. • Good listening skills and the ability to communicate effectively with children and young people, families, school staff and a range of other professionals. • Knowledge and awareness of issues and factors related to under-achievement and barriers to learning and participation. • Understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the academy's Equal Opportunities Policy. 	<p>Knowledge of:</p> <ul style="list-style-type: none"> • school administrative systems; • education system • Google environment • Websites & Social Media 	<ul style="list-style-type: none"> • Application Form • References • Interview
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SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Ability to establish and develop effective one-to-one mentoring and other supportive relationships with children and young people. • Ability to provide a good role model to children and young people and a commitment to helping children and young people achieve their potential. • Ability to exercise initiative, work independently and take responsibility for the delivery of a programme. • Ability to work flexibly and to operate within networks. • Ability to work effectively in a team and to work with individuals, institutions and organisations. • Ability to use ICT for administration and learning. • Ability to maintain confidentiality – tact and discretion. • Integrity, sound professional judgement and loyalty. • A clarity of mind with regard to high expectations and solutions to problems. • Ability to communicate effectively in a verbal and written form to a range of audiences. • Excellent interpersonal skills demonstrating the ability to relate well to students, parents and staff. • Proven organisational and planning skills. • Ability to manage a variety of competing priorities • Ability to formulate ideas and solutions and present them effectively 		<ul style="list-style-type: none"> • References • Interview
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DISPOSITION	<ul style="list-style-type: none"> • Ability to be a good team player and to work individually • Confidence to lead and to act decisively • Demonstrate a courteous and friendly approach • Ability to be flexible and to adapt to changing circumstance • Ability to remain calm and perform well and effectively when working under pressure • Show initiative and be self-motivating • Prepared to work occasional flexible out of hours without overtime • Ability to self-evaluate learning needs and actively seek learning/ appropriate professional development opportunities • Drive, enthusiasm and willingness to initiate and contribute to new developments. 		<ul style="list-style-type: none"> • References • Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Wholly supportive of the ethos of Warden Park • A positive attitude, flexible approach and excellent communication skills that enhances team working • Willing to embrace change. • Commitment to personal professional development • Commitment to the equality of opportunity • Commitment to safeguarding and promoting the welfare of children • Strict adherence to the security requirements re Safeguarding, Child Protection and General Data Protection Regulations (GDPR) 	<ul style="list-style-type: none"> • Bringing personal interest and enthusiasm to the academy community. 	<ul style="list-style-type: none"> • Application Form • References • Interview

**SPECIAL
REQUIREMENTS**

- An Enhanced Disclosure and Barring clearance is essential and will be processed through Warden Park;
- Good time keeping/attendance record.

- Documentary Evidence
- References

Signed:

Date: