

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Person Specification - Attendance & Family Liaison Officer

Criteria	Essential	Desirable (If not attained, development may be provided for successful candidate)	How Assessed
Qualifications	<ul style="list-style-type: none"> ▪ 3 GCSE's (A-C) including English Language and Mathematics 		
Experience	<ul style="list-style-type: none"> ▪ Experience of working with Bromcom or similar data management system. ▪ Administrative experience ▪ Experience of working in a school 	<ul style="list-style-type: none"> ▪ Experience of working with and managing relationships with external agencies ▪ Experience of working with children who have experienced trauma 	<ul style="list-style-type: none"> ▪ Application Form ▪ References
Knowledge and Understanding	<ul style="list-style-type: none"> ▪ 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. ▪ Strong ICT skills, including experience of working with spreadsheets 	<ul style="list-style-type: none"> ▪ Knowledge of attendance regulations and targets ▪ Knowledge of school procedures ▪ Knowledge of child protection legislation and procedures 	<ul style="list-style-type: none"> ▪ Interview ▪ Application Form ▪ Sample activity ▪ Student Panel
Skills and Attributes	<ul style="list-style-type: none"> ▪ Ability to establish and develop effective mentoring and supportive relationships with children and their families. ▪ Ability to be a good role model to students and their families ▪ Ability to exercise initiative and work independently ▪ Car owner or access to mobility transport 	<ul style="list-style-type: none"> ▪ Flexibility in working patterns may be required 	<ul style="list-style-type: none"> ▪ Interview ▪ Sample activity ▪ Student Panel ▪ Application Form

<p>Personal Qualities</p>	<ul style="list-style-type: none"> ▪ A positive attitude, flexible approach and excellent communication skills ▪ Commitment to personal professional development ▪ Commitment to the equality of opportunity ▪ Commitment to safeguarding and promoting the welfare of children 		<ul style="list-style-type: none"> ▪ Interview ▪ Sample activity ▪ Student Panel ▪ Application Form
<p>Safeguarding and Wellbeing</p>	<ul style="list-style-type: none"> ▪ A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines ▪ A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community ▪ To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community 	<ul style="list-style-type: none"> ▪ Desire to take on further/ advanced Safeguarding training and responsibilities ▪ Evidence of CPD undertaken in this area 	<ul style="list-style-type: none"> ▪ Application Form ▪ References ▪ Formal Interview