Person specification (M23 Employee Specification Form)

Post number	
Job title	Senior Attendance Manager PO6
Department	Ridgeway High School

Stage identified: **APP** = application form, **INT** = interview, **TASK** = selection task, **REF** = references.

Qualifications

Essential	Stage	Desirable	Stage
Degree (or equivalent qualification at Level 6)	APP	Leadership or management qualification (e.g. ILM Level 5, NPQ)	APP
GCSE English and Maths at grade 4/C or above (or equivalent)	APP	Accredited attendance or education welfare training	APP
Record of continuing professional development relevant to attendance, pastoral care or safeguarding	APP/INT	Designated Safeguarding Lead training	APP
		First aid qualification	APP

Experience

Essential	Stage	Desirable	Stage
Substantial experience of leading attendance, pastoral or education welfare work in a school or education setting	APP/INT/REF	Experience in a secondary school setting	APP
Line management of staff, including setting objectives, supervision and performance management/appraisal	APP/INT/REF	Preparing case files and witness statements for prosecution, and attending court	APP/INT
Developing and implementing strategies that have led to measurable improvement in attendance or similar outcomes	APP/INT	Managing a budget and evaluating the impact of spending	APP/INT

Essential	Stage	Desirable	Stage
Applying statutory attendance procedures, including penalty notices and CME referrals	APP/INT	Monitoring the attendance of students in alternative provision	APP
Working with families, including challenging conversations and home visits	APP/INT/REF	Presenting reports to governors or external bodies	APP/INT
Multi-agency working, including Early Help and safeguarding processes	APP/INT		
Analysing data and producing reports for senior leaders	APP/INT/TASK		

Knowledge and skills

Essential	Stage	Desirable	Stage
Thorough knowledge of attendance legislation and statutory guidance, including *Working Together to Improve School Attendance*, CME duties and penalty notice procedures	APP/INT	Knowledge of Wirral Local Authority attendance and Early Help procedures	INT
Detailed knowledge of attendance registration and coding	INT/TASK	Understanding of barriers to attendance linked to SEND, mental health and emotionally based school avoidance	APP/INT
Effective leadership skills: able to motivate, direct and develop a team and hold staff to account	APP/INT/REF	Knowledge of how new technologies can improve attendance processes	INT

Essential	Stage	Desirable	Stage
Advanced use of MIS (e.g. Arbor) and spreadsheets to manage and analyse attendance data	APP/TASK		
Excellent written communication, including reports, letters and legal statements	APP/TASK		
Strong interpersonal, negotiation and influencing skills with parents, students, staff and agencies	INT/REF		
Ability to prioritise own and team workloads and meet statutory deadlines	APP/INT/REF		
Sound understanding of safeguarding (KCSIE) and GDPR, and the ability to handle sensitive information confidentially	APP/INT		

Special requirements

Essential	Stage	Desirable	Stage
The ability to travel for the purposes of home visits	APP	Willingness to undertake first aid training	INT
Willingness to conduct home visits, including lone visits, under the school's lone working procedures	INT		
Willingness to work occasional additional hours (e.g. transition events, court attendance, governor meetings), some of which may take place in evenings and school holidays	INT		
Commitment to the school's vision, values and ethos, and to equality and diversity	APP/INT		

This post is subject to an enhanced DBS check with barred list check, satisfactory references and the school's other pre-employment checks, including online checks, in line with *Keeping Children Safe in Education*.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out the duties of the job. If a task proves unachievable, job redesign will be fully considered.

This job description reflects the post at the date of issue and may be amended, in consultation with the post holder, to reflect changing needs of the school.