

Attendance Home Visit Officer Person Specification

| | Essential | Desirable | Evidence |
|-----------------------------|---|---|------------------------------------|
| Qualifications & Experience | | <ul style="list-style-type: none"> GCSE English & Maths at level C or above Safeguarding training | Application Certificates Interview |
| Experience | <ul style="list-style-type: none"> Experience working independently and managing time effectively | <ul style="list-style-type: none"> Experience working with children, young people or families Experience in an educational or pastoral support role | Application References Interview |
| Skills & Knowledge | <ul style="list-style-type: none"> Good interpersonal and communication skills Ability to maintain accurate records Basic IT skills (eg email, word processing) | <ul style="list-style-type: none"> Understanding of school attendance procedures Awareness of safeguarding principles | Application References Interview |
| Personal attributes | <ul style="list-style-type: none"> Reliable and punctual Empathetic and non-judgemental Able to maintain confidentiality Professional and approachable manner | <ul style="list-style-type: none"> Resilient and able to manage challenging conversations | Application Reference Interview |
| Other requirements | <ul style="list-style-type: none"> Full UK driving licence Access to a suitable vehicle, which is fully taxed and MOT'd Suitable business insurance | | Relevant paperwork |