

Attendance Home Visit Officer Person Specification

	Essential	Desirable	Evidence
Qualifications & Experience		- GCSE English & Maths at level C or above - Safeguarding training	Application Certificates Interview
Experience	Experience working independently and managing time effectively	- Experience working with children, young people or families - Experience in an educational or pastoral support role	Application References Interview
Skills & Knowledge	- Good interpersonal and communication skills - Ability to maintain accurate records - Basic IT skills (eg email, word processing)	- Understanding of school attendance procedures - Awareness of safeguarding principles	Application References Interview
Personal attributes	- Reliable and punctual - Empathetic and non-judgemental - Able to maintain confidentiality - Professional and approachable manner	Resilient and able to manage challenging conversations	Application Reference Interview
Other requirements	- Full UK driving licence - Access to a suitable vehicle, which is fully taxed and MOT'd - Suitable business insurance		Relevant paperwork