

### Trust Attendance Lead- Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
GCSEs A-C in Maths and English	X	
Experience of working as an Education Welfare Officer in a school/ local authority/ trust capacity	X	
Higher level qualification e.g. Bachelor's degree, diploma in an area relevant to the role		X
Experience of OFSTED inspections at a school level		X
Driving license and access to own vehicle	X	
<b>Knowledge</b>		
Knowledge of DFE School Attendance Regulations	X	
Knowledge of Children's and Families Acts	X	
Knowledge of relevant Education Acts	X	
Working knowledge of Lincolnshire Local Authority Attendance procedures		X
Detailed knowledge of Keeping Children Safe in Education (2021)	X	
Understanding of relevant terminology relevant to attendance e.g. persistent absenteeism, gaming, off-rolling.	X	
Practical working knowledge of management information	X	

systems and their application		
Demonstrate a good understanding of Microsoft Office 365 and its suite of application, specifically Excel and Word	X	
<b>Skills</b>		
Excellent communication, both written and verbal	X	
Be able to plan strategically using quality analysis to identify priorities	X	
Understand risk management, planning for improvement		X
Excellent time management and be able to work to deadlines and provide feedback in a timely manner	X	
Demonstrate creativity and be able to fine creative solutions to attendance problems by drawing on own experience and seeking out new innovations.	X	
Be able to drive through improvements by demonstrating positivity and leading by example	X	