Person Specification

Home School Liaison Officer / Attendance Officer

Criteria	Qualities
Qualifications and experience	• 3 day first aid • Up to date knowledge of SIMs or alternative MIS system • Working within a school context • Understand the complexity of attendance
Skills and knowledge	• Ability to engage parents and carers to enable them to build independence • Knowledge of outside agencies to support for different areas of need • Good ICT skills, embracing new initiatives as they may occur • Assess situations, determine appropriate interventions, and liaise with external agencies when necessary • Have an understanding of local attendance regulations, education welfare policies, and statutory procedures
Personal qualities	• Ability to work under pressure and prioritise effectively • Commitment to maintain confidentiality at all times • Commitment to safeguarding and equity • Working effectively as part of a team