BEXLEY GRAMMAR SCHOOL

ATTENDANCE OFFICER (SIXTH FORM) - PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS	• GCSE Grade C/4 or above in English and Maths (or equivalent) • Evidence of continuous professional development • Proficient IT certification (e.g., ECDL) or demonstrable experience	• Specific training in School Attendance, Welfare or Pastoral Care • First Aid qualification • Mental Health First Aid training	Application and references
EXPERIENCE	• Experience working in an administrative capacity within a busy office environment • Experience dealing with confidential and sensitive information • Experience using database management systems (inputting, retrieving, and analysing data) • Experience communicating with external stakeholders (parents, agencies)	• Previous experience working within a Sixth Form or Further Education setting • Experience using specific School Information Management Systems (e.g., SIMS, Arbor, Bromcom, iSAMS) • Experience coordinating with Education Welfare Officers (EWO) • Experience managing 16-19 Bursary Fund attendance checks	Application, references and interview
SKILLS	• Understanding of the importance of attendance to academic achievement • Knowledge of Safeguarding and Child Protection procedures (KCSIE) • Understanding of Data Protection (GDPR) regulations • Knowledge of the specific pressures facing high-achieving students • High-level IT skills: Specifically Microsoft Excel (for tracking trends/patterns) and Word	• Detailed knowledge of DfE regulations regarding school attendance and codes • Understanding of the 16-19 funding formula and how attendance data impacts school revenue • Knowledge of the UCAS process and university entrance requirements • Ability to produce statistical reports for the Senior Leadership Team and Governors • Ability to utilise mail-merge systems for bulk communication	Application, references and interview.

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	• Excellent Communication: Ability to hold difficult conversations with parents and students with diplomacy, firmness and empathy • Analytical Skills: Ability to spot patterns in absence (e.g., avoiding specific subjects) early on • Ability to prioritise a fluctuating workload and meet strict census deadlines	• Skilled in motivational interviewing or coaching techniques with young adults	
QUALITIES	• Resilience: Ability to remain calm under pressure • Professionalism: Upholding the high standards and ethos of a Grammar School • Empathy: Understanding that poor attendance in Sixth Form is often linked to mental health or stress • Assertiveness: Confidence to challenge unauthorised absences while maintaining positive relationships • Organisation: Strong organisational skills in order to track student attendance and punctuality accurately	• A sense of humour and the ability to build rapport with young adults (16-19 year olds) • Flexibility to attend occasional evening events (e.g., Sixth Form Open Evenings)	Application, references and interview.