



## BEXLEY GRAMMAR SCHOOL

### ATTENDANCE OFFICER (SIXTH FORM) - PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS	<ul style="list-style-type: none"> <li>GCSE Grade C/4 or above in English and Maths (or equivalent)</li> <li>Evidence of continuous professional development</li> <li>Proficient IT certification (e.g., ECDL) or demonstrable experience</li> </ul>	<ul style="list-style-type: none"> <li>Specific training in School Attendance, Welfare or Pastoral Care</li> <li>First Aid qualification</li> <li>Mental Health First Aid training</li> </ul>	Application and references
EXPERIENCE	<ul style="list-style-type: none"> <li>Experience working in an administrative capacity within a busy office environment</li> <li>Experience dealing with confidential and sensitive information</li> <li>Experience using database management systems (inputting, retrieving, and analysing data)</li> <li>Experience communicating with external stakeholders (parents, agencies)</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working within a Sixth Form or Further Education setting</li> <li>Experience using specific School Information Management Systems (e.g., SIMS, Arbor, Bromcom, iSAMS)</li> <li>Experience coordinating with Education Welfare Officers (EWO)</li> <li>Experience managing 16-19 Bursary Fund attendance checks</li> </ul>	Application, references and interview
SKILLS	<ul style="list-style-type: none"> <li>Understanding of the importance of attendance to academic achievement</li> <li>Knowledge of Safeguarding and Child Protection procedures (KCSIE)</li> <li>Understanding of Data Protection (GDPR) regulations</li> <li>Knowledge of the specific pressures facing high-achieving students</li> <li>High-level IT skills: Specifically Microsoft Excel (for tracking trends/patterns) and Word</li> </ul>	<ul style="list-style-type: none"> <li>Detailed knowledge of DfE regulations regarding school attendance and codes</li> <li>Understanding of the 16-19 funding formula and how attendance data impacts school revenue</li> <li>Knowledge of the UCAS process and university entrance requirements</li> <li>Ability to produce statistical reports for the Senior Leadership Team and Governors</li> <li>Ability to utilise mail-merge systems for bulk communication</li> </ul>	Application, references and interview.

	<ul style="list-style-type: none"> <li>• Excellent Communication: Ability to hold difficult conversations with parents and students with diplomacy, firmness and empathy</li> <li>• Analytical Skills: Ability to spot patterns in absence (e.g., avoiding specific subjects) early on</li> <li>• Ability to prioritise a fluctuating workload and meet strict census deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in motivational interviewing or coaching techniques with young adults</li> </ul>	
QUALITIES	<ul style="list-style-type: none"> <li>• Resilience: Ability to remain calm under pressure</li> <li>• Professionalism: Upholding the high standards and ethos of a Grammar School</li> <li>• Empathy: Understanding that poor attendance in Sixth Form is often linked to mental health or stress</li> <li>• Assertiveness: Confidence to challenge unauthorised absences while maintaining positive relationships</li> <li>• Organisation: Strong organisational skills in order to track student attendance and punctuality accurately</li> </ul>	<ul style="list-style-type: none"> <li>• A sense of humour and the ability to build rapport with young adults (16-19 year olds)</li> <li>• Flexibility to attend occasional evening events (e.g., Sixth Form Open Evenings)</li> </ul>	Application, references and interview.