

EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

| Post Title: Temporary Attendance Officer | | Directorate/School: Springwell Leeds Academy | | Scale: |
|---|----------------|--|--|------------------------|
| Criteria No | Attributes | Criteria | How Identified | Rank |
| | Qualifications | First Degree or equivalent Designated Safeguarding Lead trained or willingness to train | Application form/interview Application form/interview | Desirable Essential |
| | Experience | Experience of undertaking specialist educational/SEN admin work | Application form/interview | Essential |
| | | Experience of cross agency working | Application form/interview | Essential |
| | | Evidence of continued professional development | Application form/interview | Essential |
| | | Familiarity with attendance legislation | Application form/interview | Desirable |
| | | Evidence of successful team working | Application form/interview | Essential |
| | Training | ICT Skills and systems Basic safeguarding | Application form/interview Application form/interview | Desirable Essential |



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|--|------------------------|---|--|------------------------|
| | Professional skills | Exceptional communication skills Work to high levels of accuracy | Application form/interview Application form/interview | Essential Essential |
| | | Proven capability to work independently | Application form/interview | Essential |
| | | Ability to prioritise work | Application form/interview | Essential |
| | | Work to and meet deadlines | Application form/interview | Essential |
| | | Think strategically | Application form/interview | Essential |
| | | Innovate and seek creative solutions | Application form/interview | Essential |
| | | Excellent interpersonal skills | Application form/interview | Essential |
| | | Manage complex and diverse situations | Application form/interview | Essential |
| | | Organise, develop and implement systems | Application form/interview | Essential |
| | | Work successfully with a range of agencies | Application form/interview | Essential |
| | | Commitment to personal professional development | Application form/interview | Essential |
| | | Commitment to equal opportunities | Application form/interview | Essential |
| | Educational Philosophy | Commitment to raising standards and improving children's life chances | Application form/interview | Essential |
| | Personal Attributes | High standards of ethics | Application form/interview | Essential |
| | | Trustworthy | Application form/interview | Essential |

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|--|------------------------|---|----------------------------|-----------|
| | | Can manage sensitive and confidential information appropriately | Application form/interview | Essential |
| | | | Application form/interview | Essential |
| | | Positive approach and outlook | Application form/interview | Essential |
| | | Can work as a team | Application form/interview | Essential |
| | | Willingness to work flexibly | Application form/interview | Essential |
| | | Smart appearance | Application form/interview | Essential |
| | Personal Circumstances | Legally entitled to work in the UK | Application form/interview | Essential |

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|--|--------------|--|----------------------------|-----------|
| | Safeguarding | Has appropriate motivation to work with children and young people and can relate to them in a positive way | Application form/interview | Essential |
| | | Maintains appropriate professional boundaries with children and young people | Application form/interview | Essential |
| | | Is committed to safeguarding and child protection | Application form/interview | Essential |
| | | Can provide an appropriate DBS certificate | Application form/interview | Essential |