



**HATTON ACADEMIES TRUST
PERSON SPECIFICATION**

Post Title: Attendance and Welfare Officer

Grade: NJC Scale Point 12 - 17

Education and Qualifications

Essential Criteria	Desirable Criteria
Level 2 in English and Maths Excellent ICT skills, including Word and Excel. First Aid qualification (or the willingness to undertake first aid training)	Knowledge of SIMs Lesson Monitor Level 3 in health, education, childcare, social care, counselling or equivalent qualification; or demonstrable recent experience.

Knowledge / Skills

Essential Criteria	Desirable Criteria
Understanding of confidentiality/data protection and its boundaries Well organised with good time management skills Reliable in order to maintain the consistency of expectations and standards The ability to identify work priorities and manage the given workload to meet deadlines Ability to write clear and concise reports and keep accurate records. Ability to manage and interpret data. Ability to make home visits to families within Wellingborough and the surrounding areas	Experience of working within education. Experience of specific related areas eg child protection, working with groups. Experience of working with families under stress

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attitude

<p>A positive “can do” approach.</p> <p>Approachable and supportive in order to provide advice and guidance to pupils as required</p> <p>Excellent interpersonal skills with the ability to communicate effectively with staff, parents and pupils as required to include excellent verbal skills, including active listening.</p> <p>Able to work using own initiative, be pro-active, follow direct guidance from management and work as a part of a team</p> <p>The ability to establish positive working relationships with all pupils and staff.</p> <p>Ability to remain calm when dealing with difficult or distressed people.</p> <p>Willingness to undertake training and personal development.</p> <p>Must be suitable to work with children</p>	
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