In your application for KS4 Attendance & Family Liaison Officer, please demonstrate how you meet the following criteria.

**Assessment Key:** A = Application form and supporting statement, I = Interview, R = References

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| --- | --- | --- |
| Qualifications | Essential/Desirable | How assessed |
| GCSE Maths and English (Grade 4/C or above) or equivalent | E | A, I |
| Educated to A level or above | D | A, I |
| Experience and Skills | Essential/Desirable | How assessed |
| Excellent IT skills, especially Excel, Word and Outlook etc. | E | A, I |
| Previous experience in a similar role | D | A, I |
| Monitoring and evaluation systems | E | A, I, R |
| Working to deadlines and undertaking analysis | E | A, I, R |
| Liaising professionally with various stakeholders both internally within an organisation and externally | E | A, I, R |
| Problem solving and analytical skills | E | A, I, R |
| Leading and working as part of a team | E | A, I, R |
| Working in an educational setting | D | A, I, R |
| Working under pressure | E | A, I, R |
| Recording information and writing reports with attention to detail | E | A, I, R |
| Working to tight deadlines | E | A, I, R |
| Manipulating and analysing data in different formats | E | A, I, R |
| Prioritising workload and acting on own initiative to complete tasks | E | A, I, R |
| Leading training and motivating staff | D | A, I, R |
| Knowledge and Understanding of | Essential/Desirable | How assessed |
| GDPR and data protection | E | A, I, R |
| * The education system and life in a comprehensive school
 | D | A, I, R |
| * School data systems - SIMS
 | D | A, I, R |
| * Microsoft Office programmes
 | E | A, I, R |
| * Safeguarding and child protection
 | E | A, I, R |
| Skills | Essential/Desirable | How assessed |
| A professional telephone manner | E | I |
| Able to develop relationships and communicate effectively and professionally with parents/carers, colleagues, students and outside agencies either by telephone, written or face to face | E | A, I, R |
| Able to multitask and work to deadlines with accuracy and attention to detail | E | A, I, R |
| Able to analyse data and develop actions plans accordingly | E | A, I, R |
| Able to present information to a variety of audiences | E | A, I, R |
| Able to motivate students and provide strategies for overcoming barriers to attendance | E | A, I, R |
| Able to work collaboratively with colleagues at all levels | E | A, I, R |
| Able to work unsupervised and act upon own initiative to make decisions | E | A, I, R |
| Driving license and regular access to a car insured for business use | D | A |
| Personal Qualities | Essential/Desirable | How assessed |
| Flexible and adaptable in your approach to the job | E | A, I, R |
| Able to work on your own initiative | E | A, I, R |
| Able to communicate effectively with all stakeholders | E | A, I, R |
| Able to treat information confidentially | E | A, I, R |
| Able to present documents with attention to detail, good presentation, spelling, grammar and punctuation | E | A, I, R |
| A good team player | E | A, I, R |
| Willing to participate in staff training | E | A, I, R |
| Enthusiastic and committed | E | A, I, R |
| Professional in your conduct | E | A, I, R |