



Person Specification			
<b>Post title</b>	School Attendance Support Officer	<b>Grade</b>	G

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Experience of working with children, young people, families or schools	CV/SS, I
S2	Experience of visiting and working with families in their home and the community	CV/SS, I
S3	Knowledge and experience of delivering a range of intervention strategies to improve outcomes	CV/SS, I
S4	Experience of targeting school attendance	CV/SS, I
S5	Ability to network with a range of agencies and services from the statutory and voluntary sectors.	CV/SS, I
S6	Ability to accurately record all activities undertaken i.e. home visits, meetings.	CV/SS, I
S7	Knowledge of Child Protection issues.	CV/SS, I
S8	Ability to manage a caseload.	CV/SS, I
S9	Ability to work autonomously and use initiative.	CV/SS, I
S10	Ability to use data to inform and develop own practice.	CV/SS, I
S11	Good IT and general administration skills.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
<b>Communication</b>		
C1	Ability to communicate effectively with a wide variety of audiences and gain the confidence of parents, young people and multi-agency professionals	CV/SS, I

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C2	Ability to build and sustain positive relationships with families, schools and other professionals	CV/SS, I
<b>Qualifications</b>		
Q1	5 GCSEs or equivalent	CV/SS, C
Q2	Evidence of engagement in further or higher education	CV/SS, C

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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