

Person Specification: Welfare and Attendance Lead (Scale 4)

This person specification outlines the essential and desirable criteria required for candidates applying for the role of Welfare and Attendance Lead.

1. Qualifications and Training

Criteria	Essential (E) / Desirable (D)	Evidence
First Aid Qualification	E	Hold a current, recognised First Aid qualification (or willingness to obtain immediately upon appointment).
Safeguarding Training	E	Up-to-date knowledge of and training in Child Protection and Safeguarding (KCSIE, Prevent).
Numeracy and Literacy	E	Good level of general education, including qualifications in English and Mathematics.
Relevant Training	D	Training or qualification related to school administration, welfare, or data management/attendance tracking.

2. Experience and Knowledge

Criteria	Essential (E) / Desirable (D)	Evidence
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First Aid Experience	E	Proven experience of administering First Aid and managing medical incidents, ideally within a school or child-focused setting.
Attendance Management	D	Experience in monitoring, managing, and improving pupil attendance and absence records, including knowledge of statutory procedures (e.g., CME).
Administrative Skills	E	Proven experience in maintaining accurate databases and confidential records (e.g., medical, dietary, and attendance).
Welfare/Pastoral Care	E	Experience in working directly with children, consoling those who are upset, and implementing welfare/care plans (e.g., Asthma, allergies).
Liaison with Agencies	D	Experience of effectively liaising with external agencies such as the School Nursing Team or Education Welfare Services.

3. Skills and Abilities

Criteria	Essential (E) / Desirable (D)	Evidence
Communication and Interpersonal Skills	E	Ability to communicate clearly, sensitively, and effectively, both verbally and in writing, with pupils, parents (including those who may be challenging), staff, and external professionals.

Data and IT Literacy	E	Proficient use of standard ICT applications (Chrome, Microsoft) and experience with a School Management Information System (MIS) to produce and interpret attendance data/reports.
Empathy and Confidentiality	E	High level of empathy and ability to maintain strict confidentiality regarding all pupil welfare and medical information.
Initiative and Organisation	E	Strong organisational skills, with the ability to manage their own workload, prioritize tasks effectively, and work calmly under pressure in emergency situations.
Problem Solving	E	Ability to identify barriers to attendance and, in partnership with school leaders and families, propose and implement practical solutions and interventions.

4. Personal Qualities and Attributes

Criteria	Essential (E) / Desirable (D)	Evidence
Commitment to Safeguarding	E	Absolute commitment to the welfare and safeguarding of all pupils.
Resilience and Calmness	E	Ability to remain calm and professional when dealing with sick or distressed children and during urgent situations.

Proactive Attitude	E	A positive, proactive attitude and a willingness to conduct necessary tasks such as home visits to support attendance.
Teamwork	E	Ability to work collaboratively as part of the school team and take direction from the School Business Manager and Senior Leadership.
Commitment to Development	E	Willingness to engage in professional development and training required for the role, including statutory updates.