

7. To collate and analyse data and produce reports. In particular to collate attendance information to measure the impact of Attendance Officer Intervention.
8. To support the service in school visits, home visits and attend a range of meetings.
9. To fully participate in regular supervision sessions, staff appraisal schemes and in service and inter-agency training and team meetings
10. To keep up to date with current legislation and national and local guidance in specific areas and to disseminate the information.
11. To issue Fixed Penalty Notices.
- 12.

PERSON SPECIFICATION

Job Title: Part-time Attendance Service Officer	Service Area: Attendance Service
Reports to (job title): Attendance Service Manager	Post Reference No:

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D ?	CONTEXT (How the criterion will be used in the job)
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