**Attendance Officer**

**The Hastings Academy**

The Hastings Academy is looking to appoint a Attendance Officer to administer the academy's attendance system and follow up absences in line with academy guidelines. The successful candidate will promote attendance, liaise with teaching staff and local authority officer and complete statistical information.

We are a modern and innovative school with dedicated and determined staff, united by our values, with state of the art facilities. We have approximately 900 students and have the highest expectations of each and every child.

The Academy's motto, PRIDE Through Success, stands for Potential, Respect, Innovation, Determination and Excellence and this applies equally to all of the Academy's staff as well as to its students.

Here at The Hastings Academy we take great PRIDE in investing in all of our staff through a variety of professional development programmes that aim to provide a culture of lifelong learning, continuity and succession planning.

To arrange a visit to the academy or to have an informal discussion then please contact the HR Department on 01424 711925.

Closing date: Thursday 1st December 2016

Interviews: w/c 5th December 2016

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE** | Attendance Officer |
| **EMPLOYER** | Hastings Academies Trust |
| **LOCATION (Academy)** | The Hastings Academy |
| **SALARY** | Single Status Grade 4 Points 8 – 10 £15,820 - £16,482 pa pro rotaWorking 37 hours per week, Term Time plus 5 extra days |
| **RESPONSIBLE TO** | Head of School responsible for attendance / office manager |
| **RESPONSIBLE FOR** | N/A |
| **MAIN PURPOSE OF THE JOB** | To administer the academy’s attendance system and follow up absences in line with academy guidelines.To promote attendance, liaise with teaching staff and local authority officers, and complete statistical information.  |
| **MAIN TASKS / KEY RESPONSIBILITIES** |
| **1** | To use the electronic registration system and train other users as required |
| **2** | To input paper registers for exams and other exceptional circumstances |
| **3** | To administer the Academy’s attendance system including but not limited to:* monitor attendance phone line, record absences daily
* produce unexplained absence letters, file notes and advise Head of School, SSM’s and Mentors as necessary
* monitor late arrivals and enter late-comers on the register
* to identify each term, students with less than 95% attendance and produce letters to parents requesting medical evidence for future absences
* monitor persistent absence and identify such students in weekly meetings with the Head of School
* use own initiative by investigating patterns of absence and missing or incomplete data
 |
| **4** | To produce a daily list of missing registers for those teachers responsible |
| **5** | To meet regularly with day to day line managers to agree priority students requiring monitoring |
| **6** | To maintain a list of students on alternative or offsite provision and update registers accordingly |
| **7** | To process and action holiday requests as required |
| **8** | To complete statistical returns to ESCC and produce reports for governors’ meetings as required |
| **9** | To produce Red-Amber-Green attendance letters each term |

|  |  |
| --- | --- |
| **10** | To manage the off-rolling process when students leave the Academy |
| **11** | To carry out all activities in line with the Academy’s policies for Health and Safety, and Equal Opportunities |
| **12** | To participate in professional development activities and performance management activities as required |
| **13** | To undertake other reasonable duties as directed by your line manager  |
| This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. |
| There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder. |
| **Date:** |
| **Additional Information** |
| * All Support Staff posts within the Academy are subject to a one year probationary period
 |
| * This post is subject to an Disclosure Barring Service Check
 |
| * This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.
 |
| **The Hastings 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.** |

**PERSON SPECIFICATION**

**EDUCATION AND QUALIFICATIONS**

1.1 Good general education including literacy and numeracy skills

**KNOWLEDGE AND EXPERIENCE**

2.1 Good understanding of the learning and support needs of young people

2.2 Good knowledge and understanding of working practices in a Academy / school or similar environment

2.3 Good working knowledge of ICT

2.4 Experience of dealing with demanding issues in challenging circumstances

**KEY SKILLS AND ABILITIES**

3.1 Ability to prioritise, plan and organise work priorities

3.2 Ability to take responsibility and work on own initiative with appropriate guidance

3.3 Ability to form good working relationships with students, parents/carers and other members of staff

3.4 Good listening skills and ability to empathise particularly with students

3.5 Good communication skills, both oral and written, with ability to explain issues, answer questions and respond appropriately, particularly to students and parents

3.6 Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues

3.7 Ability to work effectively as part of a team

**PERSONAL ATTRIBUTES**

4.1 Commitment to the aims of the academies working together as a federation

4.2 Assertive, able to command confidence and respect among students

4.3 Self-motivated with drive, initiative and high degree of pro-activity

4.4 Sense of humour and equable temperament with ability to remain calm and confident in challenging circumstances

4.5 Commitment to working as a positive and constructive team member

4.6 Commitment to Equal Opportunities