



**Name:**

**Job Description:** Attendance Officer

**Grade:** KR5

**Employed for:** 37 hours per week, term time only + 2 SDDs

**Hours:** 08.00 – 16.00 Mon – Thurs, 08.00 – 15.30 Fri (to include 30 minutes unpaid lunch break)

**Responsible to:** AHT: Pastoral Care (Safeguarding and Attendance)

**Responsible for:** School's student attendance

### **Purpose**

To manage & oversee all issues relating to attendance

### **Necessary Experience**

- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- At least 2 years' experience of working closely with attendance
- Good Ability to use technology (computer, photocopier etc)
- Knowledge of policies and procedures relating to child protection, health, safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)
- Must be motivated and be able to work independently with minimal supervision.

### **Person Specification**

An Attendance Officer should be:

- Proactive and dynamic
- Approachable
- A good listener
- Non-judgemental
- A role model
- Positive and reliable
- Realistic
- Patient

Through their work with students they will seek to:

- Support students through attendance
- Help to raise attendance levels
- Help to raise standards and achievement

Accountabilities	Indicative tasks/actions
Accountable for the attendance in the school	<ul style="list-style-type: none"> <li>• To manage and oversee all issues relating to attendance</li> <li>• To attend weekly meetings with the Assistant Headteacher (safeguarding).</li> <li>• To make contact with parents of “targeted” absentees via truancy call/ phonecalls.</li> <li>• To maintain attendance data as appropriate.</li> <li>• To provide daily and weekly reports on attendance for HOY and SLT.</li> <li>• To deal with all day to day administration relating to the school’s computerised registration system/complete attendance set up “truancy call” text.</li> <li>• To check registers on a daily basis and maintain accurate records relating to the absence and punctuality of students.</li> <li>• To investigate lesson absence concerns informing the parents and the relevant Heads of Year and year Support Officers, thus enabling action to be taken.</li> <li>• To record students taking holiday during term time, ensuring that this information is communicated to the relevant members of staff.</li> <li>• To forward requests to the Head of School for his consideration and oversee administration of holiday request penalty notices.</li> <li>• To oversee truancy call.</li> <li>• To maintain an attendance record for students on an Alternative Curriculum pathway by liaising with external providers.</li> <li>• To maintain fire bags daily, whole lists half termly.</li> <li>• To support with EHN forms in respect of Attendance in liaison with Head of Year/Assistant Headteacher</li> <li>• To prepare evidence for Fixed Penalty notices and court procedures to be carried out by the Local Authority</li> <li>• To ensure that an accurate record of Fixed Penalty fine notices is maintained.</li> <li>• To undertake other duties as directed by line manager commensurate with the post.</li> <li>• To manage the late gate and code late students correctly.</li> </ul>
To ensure that all Administration regarding attendance is kept fully up to date.	<ul style="list-style-type: none"> <li>• Update SiMS daily with students going home.</li> <li>• To keep up to date lists/records of penalty warnings and penalties applied for and notify Assistant Headteacher (Safeguarding), Heads of year and AWO weekly.</li> <li>• Update SiMS from signing in/out book.</li> <li>• Complete “below 95% attendance” notification to HOY and SLT Form Tutors on a weekly basis</li> <li>• Send 100% attendance certificates to Heads of Year</li> </ul>
General	<ul style="list-style-type: none"> <li>• To follow the School’s child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student.</li> <li>• To maintain strict confidentiality with regard to both the staff and students within the outside school.</li> </ul>

#### Staff Development:

- To assess development and training needs and discuss with line manager.

- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

### Conditions

- The Attendance officer will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Headteacher or Head of School.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

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Signed..... Date:.....