

Clacton County High School



Job Outline

Attendance Administrator

Line Manager:	Assistant Principal with responsibility for Attendance
Responsible to:	Principal
Salary Grade:	Band 2
Full/Part time:	37 hours per week, for 39 weeks per year

Job Purpose

To provide support for the Academy, Students and their families ensuring the highest levels of school attendance.

To work effectively with all Key Stage Attendance Teams and the broader Pastoral Team to meet the attendance targets set by the Academy, to fully engage students and families in the Academy through their attendance.

Key Responsibilities

- To liaise with and support academy staff on attendance issues and updates to ensure all relevant staff are kept well informed of the attendance within the Key Stages.
- To assist in developing the school's statistical analysis of absence data.
- Provide regular updates on student attendance with targets and strategies for improvement.
- Attend and participate in meetings as required. Contribute to the overall ethos/work/aims of the academy. Participate in training, other learning activities and performance development as required
- To work with the Support and Guidance team to undertake day to day administration tasks specifically linked to the administration of attendance such as, monitoring and recording the pupil sick line calls, processing absence notes, processing attendance marks on the attendance software, inputting registers as required, signing pupils in and out of school and all other processes linked to the attendance administration.
- To ensure all parents are kept updated on children not at school, including responsibility for organising a check on children at risk of truanting, and monitoring and processing of the text messaging/ first day calling systems - completed by 9.30am
- To ensure roll call registers/ guest registers are always up to date, marked correctly and any incomplete registers followed up and from these lists fire registers are generated based on the attendance on the day.
- To identify those students who don't attend registration and to issue C3's (Detentions) for these students towards the end of the day.
- To regularly update pastoral teams / form teachers on reward systems and to organise termly rewards for outstanding attendance.

- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential or sensitive information. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

General Responsibilities

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Local Governing Body and the Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The Attendance Administrator will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Trust and will be reviewed annually.

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Person Specification

Attendance Administrator

Qualifications & Experience	Essential	Desirable
Experience of administrative work in a busy office environment.	✓	
Good working knowledge of office equipment, e.g. photocopier and telephones.		✓
Good working knowledge of computer software i.e. MS Office and SIMS.		✓
Good literacy skills and numeracy skills	✓	
Experience of working in a setting with young and vulnerable adults		✓
Skills & Knowledge	Essential	Desirable
Good time management, organisational and administrative skills	✓	
Good communication skills, including high standards of written communication, grammar and spelling	✓	
Strong IT skills and knowledge of using different software packages	✓	
Ability to work with tact and diplomacy and maintain confidentiality	✓	
Ability to work under pressure to prioritise and meet deadlines	✓	
Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work		✓
Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	✓	
Personal	Essential	Desirable
High expectations of self and others	✓	
The ability to work to tight deadlines and under pressure	✓	
A team player who is willing to go beyond their own responsibilities to help others at busy times	✓	
Ability to remain calm under pressure and be approachable	✓	
Ability to ensure confidentiality	✓	
Resilience and determination coupled with the ability to support and show empathy	✓	
Self-motivated and able to take the initiative	✓	