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| The Lakes School Administration Team Job Role Profile 1 |
| Job Title | Administration and Data OfficerAttendance |
| Job Profile  |  BS6 |
| Line Manager | ELT Lead for AttendanceSharon Rainey |
| 1. Job Role Key Areas
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| * 1. Attendance
	2. Punctuality
	3. General Administrative Duties
	4. Safeguarding
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| 1. Job Role Key Tasks
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| * 1. Administrative duties to support whole school attendance procedures
	2. Administrative duties to support whole school punctuality procedures
	3. Communicate with staff, parents and students about attendance and punctuality
	4. Carry out first day calling
	5. Managing letters at key threshold points; sending out and tracking the sending out of letters
	6. Organise meetings between parents and staff
	7. Send messages to parents about their child’s attendance through InTouch
	8. Manage attendance at alternative provision including Colleges, Hospital Home Tuition etc
	9. Manage Sixth Form PM registration
	10. Produce attendance reports in line with whole school attendance reporting schedule to include key groups and persistent absence; weekly and monthly
	11. Manage missing marks and N codes to ensure that each week ends with these issues resolved
	12. Liaise with members of multi-agency teams
	13. Contribute to improving administrative systems within the job role and across the school
	14. General administrative duties as required
	15. Provide cover for other administrative staff as required
	16. Operate in line with whole school safeguarding policies and procedures
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| Work Pattern |
| Days | Times |
| Mon Tue Wed Thu Fri | 8.30am to 3.30pm |
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| Potential for Flexibility in Work Pattern |
| No Flexibility Availability due to nature of our statutory responsibilities regarding attendance and punctuality  |

**NB:** The flexibility to work a small amount of hours during the school holidays would be an advantage**.** All staff are required to complete a 6 month probationary period during which time suitability for the post will be assessed.