

# Job Description

<b>Job Title</b>	Attendance Officer
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<b>Accountable To</b>	Attendance Manager
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**Purpose:**

To monitor student attendances/absences via MIS registration system and In Touch system.

To be responsible for monitoring attendance across the school and systematic use of data to inform.

## Key Accountabilities

As part of a multi-disciplinary team, to improve students school attendance by:

- Home visits to less than 90% attenders.
- Preparation of awards to the best and most improved attenders.
- Entries of all actions on MIS system.
- Maintenance of accurate and up to date paper records.
- Correction of data using information returned by parents/carers. Monitoring of student records to amend and update attendance marks.
- Meeting with parents/carers to support the Attendance Manager.
- Responsibility for monitoring target groups.
- Mentoring poor attenders.
- Monitor and organise reward system for good attendance/improved attendance.
- Group work with small groups of students who are identified as having low attendance.
- 1<sup>st</sup> day contact all students using In Touch.
- Weekly production of overview and <90% attendance.
- Identify any students with attendance below 80% and pass to attendance manager for immediate referral to Attendance Advisory Service for Schools and Academies (AASSA).
- Weekly preparation of letter with unauthorised absences listed.
- Check all daily contact (email, text, answerphone etc.) and up date records.
- Weekly analysis of 6th Form attendance and follow up.
- Weekly report on 6th Form form attendance to submit to Assistant Principal.
- Production of fire registers.
- In Touch updating and maintenance.
- Weekly analysis or reasons for absence – impact of exclusions etc.
- To participate in whole staff performance management process
- To adhere to professional and staff codes of conduct at all times.

- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
- To carry out any other duty as may reasonably be requested by the Principal or line manager.

# Person Specification

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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good general level of education including English and Maths to a minimum of GCSE grade C or above (or equivalent)	
<b>Experience</b>	<p>Proven high level administrative experience within an education setting</p> <p>Proven experience of working as part of a team</p> <p>Using data systems</p>	School based administration
<b>Knowledge &amp; Experience</b>	<p>Proven knowledge of administrative systems and procedures</p> <p>Evidence of delivering administrative support</p> <p>Demonstrable experience of excellent organisational skills</p>	
<b>Skills &amp; Abilities</b>	<p>Ability to relate well to young people and adults alike</p> <p>Able to build positive and maintain good relationships with colleagues and stakeholders</p> <p>Good communication and interpersonal skills</p> <p>Good verbal, written and presentational skills</p> <p>Ability to take the initiative</p> <p>Able to work independently and</p>	

	<p>as part of a team</p> <p>Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines</p> <p>Personal integrity, commitment to fairness and equity</p> <p>Ability to empathise</p> <p>Ability to demonstrate and promote positive values, attitudes and behaviour</p>	
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*The University of Kent 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. Any offer of appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.*