**Job Description**

**The Grammar School at Leeds**

**Job Title: Attendance Officer**

**Salary: GS5 £23,398 - £26,822** (FTE) term time plus 15 days.

**Responsible to:** The Head of HR and Administration, working closely on a daily basis with the Senior Deputy Head Pastoral and tutor teams

**Main Purpose of Job:**

To work closely with the pastoral and administration teams to ensure that registration, absence and attendance procedures are correctly followed in senior school and to drive to improve pupil’s attendance and punctuality, where problems arise.

**Main responsibilities:**

* To ensure all absences received via the absence line, email or telephone calls, are logged onto the school’s electronic pupil database system, as a daily priority
* Daily communication with staff at all levels and parents on aspects related to attendance and punctuality either by telephone, email or letter, keeping up-to-date record of actions as appropriate and following up outstanding absences in liaison with staff and parents
* Liaise with tutors and Heads of Year regarding any pupil related / sensitive and work closely with student support services and medical staff
* To act as lead person on ‘missing pupil’ procedures, taking appropriate action at each stage to ensure the safeguarding of our students
* Process future absence requests in conjunction with school rules and in discussion with the appropriate form tutor/Head of Year
* Ensure attendance policies are translated into practice by staff and that any necessary revisions or amendments are identified and reported to the senior leadership team.
* Manage and control the student signing in and out procedures and register late marks electronically contacting parents in the absence of advanced notification of early departure from school
* Process absences for sporting and musical events, trip and visits and school activities taking students out of lessons, liaising closely with other admin staff
* Produce reports and data to enable tracking and monitoring of attendance patterns, holiday absence patterns and five day absence alerts, as required by the Deputy Head Pastoral
* Work with the Pastoral team and Heads of Year to identify students at risk of persistent absence or lateness, to assist in investigating potential safeguarding issues and to support families to improve student attendance and punctuality
* Ensure all attendance monitoring and record keeping is up to date and complies with statutory duties
* Monitor the attendance of international students as required under Tier 4 of the Points Based System(PBS) and working with the Admissions Manager to provide the necessary information for UKBA
* Actively promote good attendance with students and parents and ensure that school procedures are followed
* To ensure that procedures around detentions for lateness are being applied equally across all year groups
* Attendance as appropriate at relevant pastoral group meetings, as and when directed by the Deputy Head Pastoral
* Strive to continue to improve current systems in place
* To assist with other general administrative tasks as requested by the Head of HR and Administration, including ad hoc projects or administrative work and cover for other staff absences
* **General:**
* Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
* All staff should be aware of the School’s Health & Safety Policy and implement it as appropriate.