

Job Description

**Job Title: Attendance Officer**

**Reporting to:**  Attendance Manager  **Grade:** Grade 4 (SCP 17 – 22)

**Hours** : 37 hours x 41 weeks

**Accountable for: N/A**

**Overall purpose of the post:**

Responsibility for the administration of student attendance via SIMS and lesson monitor, the production of attendance charts, statistics and evidence for penalty fines/court cases. General clerical support including typing/word processing, reprographics, filing etc. of reports, letters, minutes of meetings etc. when required.

**Main duties and responsibilities:**

Each day

* Late gate duty with SLT, placing students in late detentions when appropriate.
* Support the attendance admin in dealing with responses from parents, amending registration marks and adding notes to lesson monitor to show reasons for absence.
* Checking marks on lesson monitor and amending where/when appropriate.
* Update the daily attendance data.
* Accompany the Attendance Manager on home visits when required

Each week

* Produce attendance statistics each Friday showing relevant daily/weekly trends plus attendance figures.
* Produce attendance figures for each year group and VMG.

Every half term

* Produce an attendance printout for each student which will be sent home.
* Collate and update general data and persistent absence figures and complete returns for the Executive Principal, Principal and Attendance Manager.
* Provide an analysis of data on individual, year and school basis for a variety of audiences and purposes.
* Attend meetings with the Attendance Manager and/or Learning Managers to discuss students with attendance problems and identify students who should be referred to the LA Attendance Adviser for court proceedings or penalty fines.
* Produce accurate statistical evidence for penalty fines and court cases.

Every term

* Design and print certificates as required by the Principal and Attendance Manager and posters to promote good attendance, publicising our awards for each VMG notice board.
* Update yearly figures on attendance as required by the academy.

**General Responsibilities**

* Be aware of and comply with academy policy and procedures
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the academy
* Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
* Attend and participate in regular meetings
* Participate in training and other learning activities as required
* To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences as appropriate
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the employee
* Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
* Demonstrating an active commitment to their own professional development.
* Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal, SLT or Line Manager.

**Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.