

**AMERY HILL SCHOOL**

#### **Job Description – Attendance Officer**

The Attendance Officer will be responsible for helping to improve school attendance and punctuality for all our learners, by meeting targets set by the school as well as providing specific support in relation to attendance for all year groups and working as part of the school’s Pastoral Team.

This role reports to the Senior Leader responsible for attendance

**Main responsibilities include the following: -**

* accurate recording and collation of attendance data in the school’s information management system
* liaising with SLT, teachers, tutors and Progress Leaders on a daily basis with regard to absences
* promoting a positive attitude towards attendance and making sure parents are made fully aware of their statutory responsibilities
* collating evidence for legal intervention for non attendance
* dealing with exclusion paperwork
* collating, maintaining and updating attendance data using agreed systems
* collating information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform the school, other agencies and parents
* assisting with the identification of students who will receive support in improving their attendance record
* being the first point of contact for all attendance issues
* following the school’s Attendance Policy and sending out letters/communications as required
* providing administrative support to Progress Leaders/Assistant Progress Leaders
* dealing with official requests for information and letters for Social Services etc
* to carry out First Aid and Fire Marshall duties as required by the school

**General Duties: -**

* be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
* co-operate with the employer on all issues to do with health, safety & welfare
* support the school’s implementation of all other current statutory requirements

**Continuing Professional Development – Personal**

* actively pursue own personal development and take full advantage of training provided
* maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice
* participate in new initiatives and future changes in service delivery improvements to support the objectives of the school
* undertake such duties as may be considered appropriate in line with the needs of the school

This job description is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

**Person Specification – Attendance Officer**

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| **1** | **Skills, knowledge and aptitudes** | **Essential Criteria** * ability to communicate effectively with children and adults at all levels
* demonstrate an understanding of issues that may affect a student’s ability to attend school
* demonstrate an understanding of issues linked to confidentiality
* demonstrate a knowledge of attendance regulations
* demonstrate an awareness of child protection issues
* excellent ICT skills
* ability to analyse data
* demonstrate an eye for detail
* demonstrate a willingness to take responsibility for continued professional development
* demonstrate an ability to cope with stressful situations
* ability to use own initiative and work alone when necessary
* flexibility and a positive can do attitude
* evidence of working as a member of a team
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| **2** | **Qualifications and training** | **Essential Criteria** * a good level of general education including GCSE, or equivalent, in maths and English
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| **3** | **Experience** | **Desirable Criteria** * work within an educational/social care setting
* previous work with young people and families
* knowledge/experience of using SIMS
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