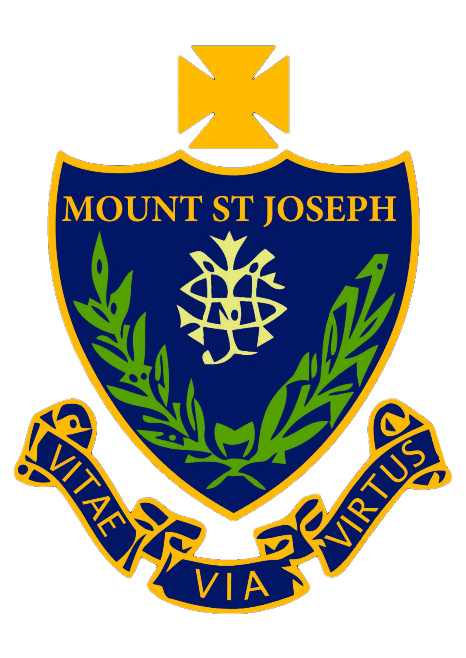
**Mount St Joseph  
Job Description/ Person Specification**



**Attendance Officer**

**JOB DESCRIPTION**

**JOB TITLE:** ATTENDANCE OFFICER

**GRADE:** Grade 3 point 13 – 17 (pro-rata)

**HOURS: -** 37 HOURS PER WEEK TERM TIME PLUS 5 DAYS

**PRIMARY PURPOSE:**

The Attendance Officer will work alongside pastoral staff in school to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance.

The post holder requires excellent organisational skills and the ability to use ICT packages. The post holder must be able to work individually and as part of a team. The person appointed will need to communicate and relate effectively with pupils and parents on a daily basis, with the ability to work under pressure and to deadlines, showing initiative as required.

It is important to: ·

• Promote and support high levels of attendance

• To support students in achieving their full academic potential

• Promote a positive attendance and punctuality culture

**RESPONSIBLE TO: -** Head of Pastoral Care

**MAIN DUTIES AND RESPONSIBILITIES:**

* To be responsible for the administration of student attendance within SIMS, ensuring all registers are completed.
* Check registers every morning and contact parents/guardians on the first day of absence or as soon as possible thereafter.
* Liaise with parents/ guardians for updates on student’s attendance – including making and receiving phone calls/ voicemails/ text messages.
* To record and monitor late arrivals – including signing in late pupils on InVentry system and importing data into SIMS.
* To attend and participate in pastoral meetings as required.
* To liaise with the early intervention team, social workers, or other professionals as required.
* Liaise directly with the appropriate Heads of Year, Heads of House, or pastoral care officers, updating them with information and causes for concern.
* To manage school correspondence in respect of attendance, issuing letters and liaising with staff as appropriate.
* To identify and monitor pupils with low attendance, producing warning letters and contacting Bolton Council to send fixed penalty requests if required.
* Produce EIT23 forms as required.
* To provide relevant reports/ analysis in preparation for meetings.
* To provide accurate attendance reports and statistics, thereby ensuring that information is available for internal and external use.
* To attend home visits with pastoral team for poor attendance/ pastoral concerns.
* To process holiday/ absence requests and produce letters as required
* To organise and lead on attendance meetings for pupils with low attendance.
* To ensure all relevant information is uploaded on CPOMS.
* To arrange appointments for pupils to see the school counsellor and maintain records as required.
* To further develop ways of improving systems and procedures.
* To provide administrative support to staff as required.
* To provide support and deal with enquiries from pupils.
* To manage enquiries from parents.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | * Significant experience of work within a school attendance related role. * Working with children and families preferably within an educational context. * Working with professionals from other agencies and in a multiagency context. * Using IT systems to compile reports as well as analysing data for monitoring purposes. | * Educated to NVQ Level 2 or equivalent |
| **Knowledge/Skills** | * School systems and an understanding of the issues affecting truancy and nonattendance. * Awareness of child protection issues. * Knowledge of attendance regulations. * Ability to work under pressure and to deadlines. * Ability to communicate effectively both orally and in writing. * Ability to communicate effectively with students and their families. * Equalities and Diversity and an understanding of issues faced by vulnerable children and their families. | * Previous knowledge and use of school Management Information System |
| **Personal Qualities** | * Professional, tactful and sensitive, discreet and confidential. * Ability to work unsupervised. * Good organisational skills. * Flexibility and adaptability. * Enjoy working with young people. |  |
| **Other** | * Casual car user |  |