

Job Description

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| **Post Title:** | Attendance Officer |
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| **Post Holder:** |  |
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| **Reporting to:** | Pastoral Deputy Headteacher |
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| **Job purpose:** | * To ensure that the school’s attendance and punctuality is tracked on a daily basis. * To ensure the safeguarding of all students at Trinity School is paramount. * To run the student entrance and provide a first point of contact for parents for attendance and pastoral support. * To liaise with HoH, DHoH, EWO, FSSW, SLT and Pastoral Staff for attendance, pastoral and welfare concerns for all students. |
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| **Liaising with:** | HoH, DHoH, FSSW, SLT, School Nurse and other Pastoral Staff |
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| **Working Time:** | Term time only plus one week |
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| **Salary/Grade:** |  |
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| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES**   * Ensure registers are completed within the legal time frame for whole school * Ensure Lates are recorded and process is adhered to for all students * Initiate dialogue with students to inform, counsel, guide and support whenever necessary with attendance and punctuality issues. * Generate weekly, half-termly, termly and yearly data for use in Pastoral Report, SLT, LGB and Headteacher Report. * Attend fortnightly meetings with Head of House as attendance officer and escalate where necessary to EWO. * Develop a strong school-home liaison through regular phone conversations with parents and carers. * Produce and complete all correspondence to parents re concern of low attendance and target setting, ensuring no gaps between targets. * Following process for FPN for Trinity for Unauthorised Holiday and 20+ Unauthorised Leave. * Ensure Fire Drill lists are up to date. * Produce absence report by 0940 and amended absence report by 11am. * Ensure attendance exceeds OFSTEDs Outstanding criteria through daily monitoring, regular meetings with the EWO and liaising closely with the Pastoral Deputy. * Engage in a daily dialogue with the Pastoral Deputy to ensure all issues with students are highlighted and appropriate action established. * Use school data to focus on groups of students e.g. Student Premium to provide appropriate intervention to close the attendance gap. * Make appropriate referrals and liaise closely with outside agencies to ensure all students receive appropriate care and guidance. * To communicate effectively with the parents of students as appropriate. | |
| * Where appropriate, to communicate and co-operate with persons or bodies outside the school. * To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.   To undertake any other duties as required by the Pastoral Deputy Headteacher. | |
| **Other Specific Duties**: | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. | |
| Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

March 2018

**This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.**

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| **PERSON SPECIFICATION** | |  | | |
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| **Job Title: Attendance Officer** | **School:** Trinity School | | | |
| **Reports to: Pastoral Deputy Head** | **Location:** Newbury | | | |
| \* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time) | | |  | |
| **KEY CRITERIA \* E/D ?** | | | | |
| **Qualifications & Knowledge**   * A qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework with a pass at GCSE Grade C or equivalent * Higher level qualifications * Ability to use technology confidently, particularly MS Word, Excel and email. * Ability to use SIMS (School Information Management System) | | | | E  D  E  D |
| **Experience, Skills and Abilities**   * Able to communicate effectively at all levels with staff, parents, students * Experience of working in an academy/school environment. * Excellent communication and organisational skills. * Ability to interpret varying situations tactfully and solve problems on a day-to-day basis. * Ability to work independently and use initiative. * Ability to cope within a fast-paced environment and deal with conflicting demands, deadlines and interruptions. * Effective time management skills including attendance and punctuality. * Ability to conduct role in a tactful, diplomatic and approachable way, maintaining a high level of confidentiality at all times. | | | | E  D  E  E  E  E  E  E |
| **Work-related Personal Qualities**   * Integrity, reliability, tact and self-confidence. * Be self-motivated and proactive. * Meticulous attention to detail * Professionally discreet and able to respect confidentiality * Flexible approach to tasks * Willing to work as part of a team | | | | E  E  E  E  E  E |
| **Other Work-related Requirements**   * Suitability to work with Children | | | | E |