

Job Description      Administrative Assistant - Attendance

Date Agreed:          September 2018

Department:          Administrative  
Post:                    Administrative Assistant - Attendance

Hours:                  37 hours per week – term-time only  
Hours 08.00 – 16.00 Mon-Thu; 8.00-3.30 Fri

Grade:                  4

Line Manager:        Business Manager

Responsible to:      Headteacher

Grievance Officer:   Headteacher

Function/Scope:     The main duties of this post cover the areas of:

- To support all aspects of school attendance on a day to day basis
- Remove messages from Attendance Answer Phone system every morning and throughout the day – inputting information onto SIMS against the correct pupil. Dealing with any queries, liaising with staff and parents.
- Ensure that all lesson / tutor time registers are taken throughout the day by staff / cover staff on SIMS
- Liaise with parents either by phone, text or email to deal and resolve any queries
- Liaise with staff to ascertain and deal with any attendance issues either in person, by phone or email
- To be responsible for organising daily checks on children at risk of truanting
- To carry out post registration checks identifying vulnerable pupils
- Contribute to the School Attendance process in terms of the School's Attendance policy
- Work closely and give admin support to the four community Leaders with attendance issues
- Daily liaison with CL team regarding attendance and to attend and participate in meetings as required
- Liaise with the Pastoral Team in respect of the queries through the day – boys missing from lessons, writing statement etc.
- To produce robust school correspondence in respect of attendance, liaising with the Senior Assistant Headteacher as appropriate
- Work closely with office staff in respect of pupil holiday requests and school ensuring correct data is put on SIMS
- To provide information and alerts to the SLT / Community Leaders so that they are equipped to encourage good attendance and punctuality
- To administer referrals to Pupil Entitlement as directed
- Liaise with PE Department in respect of sporting fixtures where boys are taken off site or out of lessons
- Produce daily Fire Register
- Deal with incoming phone calls and emails related to attendance
- Prepare Attendance reports
- Be willing to undertake first aid duties (training will be provided)

In contributing to a shared sense of purpose among all staff, you are required to undertake such duties as may be deemed reasonable by the Headteacher in the context of the needs of the School and with reference to the School Improvement Plan.

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**Signed:** .....

**Date:** .....

**Signed:** ..... (Headteacher)

**Date:** .....

**The confidentiality of all matters relating to the school, pupils and staff must be respected at all times**