**Job Description and Selection Criteria**

**ATTENDANCE OFFICER**

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| **Salary Scale**: | SO1pro rata - £27,087 to £28,667 |
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| **Working Hours:** | 8am-4pm, Term-Time only – plus 2 weeks  (1 day each half term, 2 days at the end of the Autumn and Spring Terms, 3 days in the Summer break ) |
| **Responsible to:** | Member of the Senior Leadership Team |

**Purpose of Job:**

Overall responsibility for raising and maintaining high levels of attendance and punctuality across Years 7 - 13. The postholder will have full operational and strategic responsibility for KS3 and KS4 and will have a strategic oversight of Sixth Form attendance, working with the Sixth Form Attendance Officer. The postholder will have highly developed administrative skills, a proactive approach and be fully involved in all school procedures to support attendance and punctuality. This will include regular liaison with external agencies along with staff and families. Administrative staff are encouraged to hold a first aid at work certificate (training provided).

**Main Duties and Responsibilities:**

To support all members of staff (but in particular Heads of Year) in the continuing efforts to raise and sustain attendance and punctuality levels through the maintenance and control of information gained through electronic registration, checking that registers are taken correctly and following up any queries or issues.

To act upon daily late arrivals and absences by making telephone calls to families.

To fully operate the school’s software system (SIMS) for the development and production of reports and analysis of information of statistics.

To ensure that families are contacted on the first day of a pupil’s absence in accordance with the school’s Attendance Policy, using a SMS text messaging system and telephone calls.

To be responsible for the authorisation of absences and entry of data. This will include the responsibility for decision making and the undertaking of authorisation of absences and punctuality in accordance with the Registration Regulations following receipt of information from home, as well as taking appropriate action upon information gained on attendance issues.

To be responsible for sending unauthorised absence letters.

To follow up queries from lesson by lesson registration.

To meet regularly with a member of the Senior Leadership Team, the school’s Attendance and Welfare Advisor and Heads of Year to consider patterns of absences and lateness and to suggest strategies for improvement. To also work closely with the School Nurse.

To prepare regular attendance statistics required by the school, Local Authority and DFE, using a range of applications.

To be responsible for the preparation and advertisement of Attendance Certificates in accordance with the school’s Rewards Policy.

To carry out any other duties, in accordance with the grade of the job, as and when required.

**Required Skills/Selection Criteria:**

* An understanding of the importance of this role within the school context and ethos.
* Excellent communication and interpersonal skills, both oral and written, in order to deal with a wide range of people and situations (some of which may be of a contentious nature).
* Excellent ICT skills in order to accurately maintain a database.
* Excellent word-processing/keyboard skills to produce letters, reports, etc as required.
* Proven skills to organise workload in order to prioritise and meet deadlines and to work unsupervised for most of the day.
* Proven skills to make decisions, both instinctive and informed, which could have an effect on the aims of the school, in particular on attendance.
* A recognition of the need to maintain confidentiality at all times between staff, pupils, families and external bodies.
* A proactive approach in order to take initiative and recommend improvements to working practices.
* Ability to work both independently and as part of a team.
* Commitment to the protection and safeguarding of children and young people.