

## Data and Attendance Officer - job description

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<b>Post:</b>	Data and Attendance Officer
<b>Hours</b>	Full time
<b>Grade</b>	Local Government Pay Scale
<b>Responsible to:</b>	AP Curriculum & Achievement

### Job Purpose

#### **The Data and Attendance Officer will be expected to:**

- Be responsible for the monitoring of student attendance and punctuality.
- Be responsible for the operation and delivery of the school's systems and strategies to raise student attendance and to reduce persistent absenteeism/persistent lateness.
- Develop and monitor the information system for the registration process and persistent absenteeism.
- Lead on a response system for failing or poor attendance and punctuality including first day contact procedures for absent students.
- Challenge and act upon unauthorised absence, persistent absence and school refusal, including phonecalls, letters, parent meetings, home visits and penalty fines.
- Work with appropriate staff to develop individual action plans to improve attendance with individual students where their attendance gives cause for concern.
- Collate and analyse student achievement data across various fields following assessment and exam periods.
- Prepare and compile subject and whole school analysis reports.
- Be responsible for the timely submission of relevant data to the Middle/Senior Leadership Teams and CoLAT.
- Be responsible for management of SIMS and relevant databases.
- Support compliance with General Data Protection Regulations.
- Be responsible for the operation of efficient data and attendance in the academy.
- Liaise closely with the safeguarding team where issues around attendance and safeguarding overlap.
- Complete relevant safeguarding training to the role to ensure vulnerable students are being supported with their attendance.
- Assist with the delivery and administration of the academy's key student services.
- Assist the academy team in securing the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, establishing the academy as a leading provider of high quality education for its students.
- Support the academy in creating a professional culture of high expectations in which students feel safe, valued and motivated to succeed.
- Undertake additional responsibilities to support the smooth running of the academy where required.

### Key Responsibilities

#### **Be accountable to the CoLAT through the Principal, Governing Body and CEO/Executive Principal for:**

- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- Support in the delivery of Academy policy in key areas.

**Contribute (with the academy team) to:**

- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students.
- Establishing and maintaining the academy as a centre of excellence in the community.
- Developing a rich partnership with families and community to maintain a learning community that strives for personal growth.
- Effective planning for improvement for the academy.
- Ensuring efficient and effective use of resources.
- Developing strong productive relationships with a wide range of stakeholders.

**Principal Accountabilities**

- Manage the administration and maintenance of management information systems and data in the academy.
- Ensure that whole-school attendance consistently meets the academy target of 97%.
- Support the efficient and effective provision of data and attendance functions.
- Maintain student attendance and data records.
- Maintain electronic records and databases of students.
- Support and assist in the completion of all statutory/data returns require by the academy or any external organisation.
- Support the work of school office staff to ensure the office is professional, organised and operates efficiently.

**Attendance**

- Manage daily attendance, ensuring am and pm registers are completed within the required timescale.
- Input and record student absence, correcting codes where necessary.
- Implement first day texting and calling protocol.
- Conduct home visits, organise parent meetings and issue letters and penalty fines as appropriate.
- Print and maintain class registers, teacher and student timetables.
- Enter new student records accurately onto SIMS.
- Amend and update student records including addresses, contacts, and telephone numbers.
- Preparation of student reports including target and performance setting.
- Assist with the completion of all statutory reporting requirements; i.e. School Census
- Support with the set up and migration of necessary data each academic year.
- Ensure data from external sources are effectively uploaded and validated.
- Support with the maintenance of other related MIS in the academy such as Cunninghams.
- Respond to all enquiries relating to attendance.
- Follow up and check any post-registration truancy.

**Leadership of self and others by:**

- Providing an approachable and supportive presence for staff, students, parents and the local community.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Helping to develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Playing a part in creating a positive, inclusive climate that carries the academy's vision forward.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Ensuring a proactive approach to sharing and solving potential or existing difficulties.
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.

**Assist in management of the organisation by:**

- Liaising with and supporting all academy staff and stakeholders, including students and parents.
- Maintaining the academy Outlook calendar for all events and activities.
- Organising and scheduling Parent and Pastoral Day appointments.
- Working with and supporting teaching staff when organising school trips, visits and other offsite activities.
- Managing communications with parents and collection of consent forms and payments through ParentPay

and correspondence.

- Undertaking administrative tasks including stock recording, ordering etc.
- Working within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the academy's objectives.
- Acting in accordance with policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment rights.
- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal and Governing Body.

#### **Standards/Quality Assurance and Additional Responsibilities**

- Participate in staff training and development.
- Develop relationships with governors, LEAs and neighbouring schools/academies.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Compile statistical returns as required.
- Attend and participate in Open Evenings and other events where required.
- Uphold the academy's behaviour code and uniform regulations.

#### **Key Organisational Objectives**

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

#### **Special Conditions of Service to Note**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Trust. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

#### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: .....

Signature of postholder: .....

Signature of Chair of Governors: .....



## Person specification

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent		✓
Evidence of continuing professional development	✓	
<b>Experience</b>		
Fully conversant with all aspects of Microsoft Office, email and internet	✓	
Ability to provide high-quality administrative support	✓	
Experience of dealing with the general public	✓	
Experience of using SIMS or equivalent database	✓	
Leadership and management skills		✓
Experience of setting up, using, maintaining and developing administrative and whole-school systems		✓
<b>Skills and qualities</b>		
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent written and oral communication at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to work independently	✓	
Attention to detail in communication and planning	✓	
Ability to problem-solve	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Well-organised	✓	
Well-presented	✓	
Fast and accurate keyboard skills	✓	
Excellent understanding of database systems to produce reports and statistics	✓	
Ability to communicate with and support parents, maintaining a calm professional and friendly attitude even in difficult situations or conversations	✓	
<b>Vision and values</b>		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other academy staff, families, trustees and other external relationships		✓