

Job Description – Attendance Officer

Salary: NJC 3-4

Working Time: 11.25hr/wk, Monday to Friday, term time only

Job Purpose:

To monitor daily student attendance and follow up on any non-attendance.

Main duties and responsibilities:

To be responsible for ensuring that all students are accounted for each day.

- Action and monitor messages on the Absence Hotline for all students.
- The daily production and distribution of student absence lists.
- Administrate the clearance of unauthorised absences – liaising with Student Manager to contact parents/guardians where necessary.
- Support staff as required/requested on accessing student attendance and registration.
- Support the Student Welfare Manager by targeting specific 'cause for concern' students.
- Ensure there is a mark against all students each day.
- Be proactive in chasing missing registers, keeping the Student Welfare Manager copied in. To produce a report of any missing registers on a daily basis.
- To produce a daily list of student absences and use this information for trends and reporting.

The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

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. 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.

All non-teaching employees are subject to a probationary period of six months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence. *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.*

Signed:

Date:

PERSON SPECIFICATION – ATTENDANCE OFFICER

Criteria	Essential	Desirable
Qualifications	5 A*-C grade GCSEs or equivalent Microsoft Office Software applications	Further or higher qualifications
Knowledge and Experience	Responsibility for specific areas of work ICT literate Use of SIMS.net	
Personal qualities	Excellent communication skills Excellent organisational skills Positive outlook Empathy with students across the school High expectations Initiative Ability to work in a team and alone Ability to work with families and outside agencies Positive attitude to personal development and training	Good sense of humour