

Job Description

Post: Attendance Officer

Purpose

To challenge educational and social disadvantage by leading on attendance and promoting its importance in the academy to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Oversee the academy's student attendance procedures.
- Ensure official registers are accurately maintained, checks on missing students are made and information systems are updated and accurate.
- Work with students, parents and staff to manage the administration processes and procedures for attendance.
- Communicate with parents as necessary using a range of communication channels including telephone, text message, email and in writing.
- Take and convey messages from parents about absent students, seeking to improve communication between the academy and parents whilst ensuring accurate records are maintained.
- Contribute to the associated communication and recognition programmes for good attendance.
- Coordinate and work with administration staff to fulfil associated administrative functions related to student attendance.
- Use data to produce management information, including regular reporting, as required.
- Support students throughout the day by fulfilling pastoral responsibilities and managing the appointments process.
- Attend home visits where appropriate with a member of the leadership team or educational social worker.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.
- Fire warden support

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.