

**SELBY HIGH SCHOOL**

**SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE**

**POSITION:** Attendance Officer

**SALARY:** Band E: £19,698-£20,493. Actual Salary £16,849-£17,529 (salary negotiable)

**REPORTS TO:** Lead Attendance and Behaviour Officer

**HOURS:** Full time, 37 hours per week, Term Time Only

# Job Purpose

The management of attendance and associated data within the school. To facilitate and intervene as required to ensure that all children access education on a regular basis.

## Main Activities

* Raise the profile of, and promote a positive, attendance and punctuality culture.
* Be proactive in maintaining and developing high capacity systems for the management, administration, analysis and reporting of attendance both on a regular and ad-hoc basis by working closely with the Assistant Principal (AP) with responsibility for attendance, the Lead Attendance and Behaviour Officer and relevant pastoral staff to identify, monitor and support students who are not attending school regularly.
* Meet individually with Year Managers on a regular basis to identify students with attendance issues in each year group, and agree strategies for improvement and monitor progress towards targets.
* Establish, develop and maintain relationships with other staff in order to examine joint issues experienced by children, which may be preventing them from accessing and making the most of their educational opportunities.
* Use Arbor as the main tool for recording and reporting on attendance and punctuality, taking part in all relevant training to become an expert user of the system.
* Use Microsoft Excel and Word to develop reports using data exported and imported from Arbor, supporting the Lead Attendance and Behaviour Officer with producing reports for governors and other stakeholders.
* Attend multi-agency meetings as required and initiate recommendations resulting from these meetings.
* Contribute to the annual review of the attendance policy, and play a key role in developing excellent procedures around attendance.
* Be innovative in developing methods of engaging students, parents, carers, guardians, and staff members in ensuring satisfactory school attendance and punctuality.
* Develop support materials to inform students, parents, carers, guardians and staff on matters relating to admissions and attendance.
* Anticipate school events that require alternative attendance recording arrangements, agree appropriate protocol with relevant event leader and ensure all staff (and students if necessary) are fully informed on attendance recording arrangements for such events.
* Manage the processes around late detentions and late to lesson detentions.
* Support with the running of Student Services as the need arises.

## Key Tasks

* Ensure attendance is recorded promptly and accurately by all staff throughout the school day.
* Complete daily register audits as agreed with the AP (attendance).
* Sign students in and out of the building when they arrive or leave during the school day.
* To develop and follow agreed protocols relating to student punctuality liaising with teachers, Year Managers and AP (attendance) to ensure desired outcomes within defined timescales.
* Maintain accurate, up to date and relevant documentation relating to all attendance matters including students educated off-site e.g. The Rubicon and Selby College.
* Perform QA procedures to ensure the integrity of attendance recording on Arbor.
* Follow school policy regarding ‘first day contact’ within the school.
* Provide weekly data to Year Managers to scrutinise attendance and punctuality.
* Administer and monitor attendance information relating to extra-curricular clubs.
* Administer student holiday and leave request forms.
* Maintain records of attendance on trips etc.
* Generate attendance reports using Microsoft Excel and Word, consistent with the school’s agreed format.
* Maintains a working knowledge of legislation and guidance relating to attendance and recommended best practice.
* Participate in the monitoring of attendance statistics and undertake agreed courses of action aimed at achieving positive outcomes.
* Assist staff on the Student Services desk during busy periods.
* Compile and submit all attendance returns.
* Manage all school home communication with regard to attendance and punctuality.
* Follow up internal truancy as reported by class teachers and liaise with parents, carers and guardians as appropriate.
* Maintain emergency evacuation registers at all times.
* Execute duties (as detailed in the Health and Safety policy/Fire Evacuation protocol) relating to attendance records during an evacuation.
* Provide cover and assistance for colleagues as required.
* Know about data protection in the context of your role.
* The work of the post holder is of a sensitive nature and therefore he/she must maintain confidentiality and should be able to deal with such issues with tact and diplomacy.

## General

* Participate in the School’s performance management scheme.
* Participate in training and other learning activities and performance development as required.
* Be proactive in constructively developing your role in conjunction with the Lead Attendance and Behaviour Officer.

## Personal Qualities

* Commitment to the school’s ethos and aims
* Attention to detail, neatness and accuracy
* Organisational skills
* Ability to work successfully in a team
* Confidentiality
* Ability to prioritise conflicting demands and pressures
* Know the value and expertise you bring to a team and that brought by your colleagues.
* Know how to work within your own and other organisational values, beliefs and cultures
* Know that communication is a two-way process.
* Motivation to work with young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Effective communication and engagement with children, young people and their families including establishing rapport and respectful, trusting relationships

## Health & Safety and Safeguarding

* Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health & Safety Policy.
* Follow and support the school’s Child Protection Policy.
* Know how to obtain support and report concerns.
* Completion of Level 1 Safeguarding
* Understand that different confidentiality procedures may apply in different contexts.
* Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.

## Skills & Knowledge

* Computer literate to an intermediate level
* Interpersonal and communication skills with good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.
* Numeracy and literacy skills
* Judgmental skills with an ability to work to deadlines
* Knowledge of school procedures
* Problem solving skills

*Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the* *job will evolve to meet changing circumstances as deemed necessary by the Headteacher. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.*

*In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.*



**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **Qualifications & Training**  Minimum 4 GCSE (A-C) (English Language essential) or equivalent, e.g. literacy and numeracy assessment  Experience of using a Management Information System, such as SIMS or Arbor  Level 2 Microsoft Excel qualification or equivalent  Level 2 Microsoft Word qualification or equivalent | X | X  X  X | 2 & 5  2 & 5  2 & 5  2 % 5 |
| **Experience**  Experience in public or private sector administration  Management experience  Experience in the use of SIMs or Arbor to an advanced level | X | X  X | 2 & 4  2 & 4  2 & 4 |
| **Skills & Knowledge**  Computer literate in the use of Microsoft Word and Excel to an intermediate level  Interpersonal and communication skills  Statistical Skills  Problem Solving Skills  Knowledge of Health and Safety regulations  Knowledge of school procedures | X  X  X  X  X | X | 2, 3 & 4  2 & 4  2 & 4  2,3 & 4  2 & 4  2 & 4 |
| **Personal Qualities**  Attention to detail, neatness and accuracy  Ability to work as part of a team  Confidentiality  Ability to prioritise conflicting demands and pressures | X  X  X  X |  | 2 & 4  2 & 4  2 & 4  2, 3 & 4 |
| **Other Requirements**  To be committed to the school’s policies and ethos  To be committed to Continual Professional Development.  Motivation to work with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | X  X  X  X |  | 2 & 4  2 & 4  2 & 4  2 & 4 |
| **Equal opportunities**  To assist in ensuring that NYCC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery. | X |  | 2 & 4 |

**Assessment: 1. Test prior to shortlisting (i.e. all applicants)**

**2. From application form**

**3. Test after shortlisting**

**4. Probing at interview**

**5. Documentary Evidence**

**6. OTHER**