

global academy

Job Title: **Attendance Officer**
Pay Scale: **£24,507 (21e) - £27,800 (25e) Pro-rata for term time plus two weeks (Actual £21,208-£24,058)**
Report to: **Vice Principal – Behaviour & Safety.**
Hours: **Full time hours, term time only.**

What's it all about?

This role will focus on improving and maintaining the attendance of our students across the academy. In addition, it would be considered an advantage for the applicant to be able to take on responsibility for the first aid within the academy

What will you be doing?

- You'll monitor student attendance utilising the in-house management information system.
- You'll liaise with stakeholders regarding attendance issues.
- You'll be responsible for ensuring reasons for absence are chased and logged on our MIS.
- You'll liaise with form tutors and offer advice and guidance as to how they can support their tutees in improving attendance.
- You'll establish a clear and consistent approach to monitoring attendance.
- You'll make home visits as needed to support students and families in making improvements in attendance.
- You'll be responsible for ensuring letters and phone calls are made in a timely fashion in order to keep on top of attendance issues.
- You'll build relationships with students, parents and relevant professionals to support and encourage attendance.
- You'll deal with first aid incidents, logging then and liaising with third parties as necessary
- You'll be responsible for ensuring the paperwork relating to first aid within the Academy is maintained and up-to-date to reflect any changes in policy and/or legislation.
- You'll offer support to the Exams officer in busy periods.

What we expect from you:

- You'll have experience monitoring student attendance in a similar role.
- You'll be first-aid trained or willing to undertake the training.
- You'll need to be able to fit into an ever-evolving team.
- As well as working as part of a team, there will be times when you'll also need to work on your own initiative.
- You'll have a varied workload but there may be occasions when you need to keep motivated during quiet periods. Equally there'll be times when you'll need to manage your workload during very busy times.
- You will need to be able to engage with all of our students, staff and parents in a friendly and professional way and have to be a capable communicator and reader of social situations.
- You should be confident using a PC and the whole Microsoft Office suite, including Outlook.
- You'll need to be health and safety savvy and strive to follow all our policies around keeping people safe.

The Academy is committed to safeguarding and promoting the welfare of the children and young people in the Academy and expects all staff to share this commitment. The position is subject to an enhanced DBS disclosure. All staff at the Global Academy are expected to abide by the staff code.