



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr B Siaw

Person Specification

Job Title: Attendance Officer

Location: Stepney All Saints School

Position Type: Permanent

Grade: SO1, points 23 – 25 (pro rata)

Reports to: Assistant Headteacher (attendance/safeguarding)

Essential:

- Ability to communicate effectively, both orally and in writing, with a range of audiences
- Proven administrative and organisational skills
- Ability to work to and recognise the ability to work to deadlines
- Has a sound understanding of data and is able to identify patterns of concern / success
- A commitment to, and understanding of, the wider aspects of student development
- An understanding of the importance of pupil safeguarding and how this can be applied to this role
- Has the ability to work with parents, external agencies and the wider community
- Is determined to promote a culture that celebrates success
- Is a strong role model for staff and students including having excellent attendance and punctuality
- Is flexible, able to work under pressure and meet deadlines
- Has high disciplinary standards and can manage difficult behaviour

Desirable:

- Educated to degree level or equivalent
- Has recent, relevant experience in a similar role

Health, safety and discipline:

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health and safety security, confidentiality and data protection, reporting all concerns to the appropriate person.



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Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Headteacher