



Hall Park Academy

Job Title:	Attendance Administrator
Location:	Hall Park Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 7, points 32 to 36
Hours of Work:	37 hrs per week, (Term-Time Only)
Responsible to:	Assistant Headteacher - Pastoral Operations Manager
Post Objective:	To be part of the school operational staff team, with a primary focus on the daily student attendance administration and routines in addition to giving administrative support.

Main Duties and Responsibilities:

- Under the guidance of the Trust Attendance Manager, be responsible for the administration of daily Attendance data. To include:
- Maintain and update accurate attendance records, inputting data onto the academy data systems as necessary.
- Receive calls and notices from parents when a student has a planned absence
- Telephone parents when a student is absent from school without notice.
- Ensure staff have completed registers in a timely fashion by notifying them when a register is missing.
- Organise meetings with students and parents with the Attendance Officer, Head of House and members of SLT
- Provide attendance reports as requested
- Regular liaison with the Trust Attendance Officer on matters relating to student attendance
- Give administrative support where time permits by way of filing, calls home to parents, issuing of standard letters etc.
- When required, support with general administrative tasks.

General:

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.