



Job Description

Job Title:	Attendance Administrator
Reporting to:	Assistant Headteacher (Director of Learning Year 11-13 & Attendance)
Scalepoint:	NJC 5

Job Purpose

The Attendance Administrator will collate attendance information, investigate discrepancies and report on student attendance throughout the school across Years 7-13. They will assist key school staff in school, students and families to promote excellent attendance and reduce levels of absence.

Main Duties

- Undertake all administrative duties involved in attendance, first day calling and truancy checks according to the school's attendance policy.
- Maintain and develop excellent administrative systems to record and monitor attendance.
- Provide administrative support for every aspect of attendance management.
- Deliver the school's safeguarding responsibilities in relation to attendance.
- Promote positive attitudes of students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.

Key Responsibilities

Attendance

- To keep accurate records of attendance.
- To undertake First Day Response on a daily basis by making telephone calls, emails and text messages, ensuring follow up as required.
- To ensure that correct attendance codes are used in relation to school policy and DfE guidelines.
- To analyse attendance data and discuss actions required with the Assistant Headteacher (Director of Learning Year 11-13 & Attendance).
- Follow up unauthorised absences – where necessary involving parents, Form Tutors and Climate for Learning Leaders.
- Supporting new tutors in the use of SIMS Attendance and helping to resolve queries from tutors or Climate for Learning Leaders on attendance.
- Producing reports to identify groups and individuals with poor attendance, unexplained absences and other information to support Climate for Learning Leaders and the Senior Leadership Team.
- Prepare paperwork for and attend meetings with the Local Education Authority.
- To provide the administrative management of attendance data to include completion of SIMS registers / lesson monitor and to monitor latecomers on a daily basis.



- To monitor absence of groups of “at risk” students on a daily basis as advised by Climate for Learning Leaders and to identify and monitor vulnerable students.
- To work alongside the Assistant Headteacher (Director of Learning for Year 11-13 & Attendance) to improve and maintain excellent attendance.
- Identify those students absent without good reason to comply with ‘Missing from Education’ procedures.
- To organise home visits and attendance panels as required.
- To provide regular attendance data to SLT/Climate for Learning Leaders and Form Tutors.
- Where required, provided attendance information to external agencies and/or the Pastoral Team.
- To provide assistance to the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- To generate relevant attendance data for reporting to Governors in the Headteachers Report.
- To support with the use of the InVentry system regarding signing in / out.
- Produce necessary paper work for use during a fire evacuation.
- Support the Assistant Headteacher (Director of Learning & Attendance) in the rolling out of the Class Charts attendance module ensuring it helps enhance our attendance systems.

Other duties

- To promote the school’s communication with stakeholders by ensuring delivery of all forms of communication (written, verbal, electronic and face-to-face) are clear and consistent with the high standards set by the school.
- To comply fully with all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments.
- To support the pastoral care of our students by delivering accurate and effective administrative systems and records which promote safeguarding.
- Work to promote efficient use of resources (financial, material and human) to support the operations of the school.
- To ensure accurate record-keeping and filing/organisation to support the wider operations of the school.
- To adhere to school policies and procedures, in particular with regards to data protection and confidentiality.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for who she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the School’s Child Protection Officer or to the Headteacher.