

## JOB DESCRIPTION

Job Title: Attendance Officer	Scale: Fixed point 20
Department: Support Staff	Hours: 37 hrs (M-F) term time only 7.30am – 3.30pm 35 minute unpaid break
Reports to: Progress Leader	Revision date: March 2017

### Position Overview

**Maintain accurate attendance records to assist the Progress Leader and teaching staff to improve attendance. Liaise with parents/carers regarding students absence.**

### Job Functions

- Persistently challenge low pupil attendance within school and individual classes
- Be responsible for the administration of student attendance within SIMs and other applications
- Be responsible for compiling reports on student attendance fortnightly for each cohort
- Work closely with Progress Leaders, Heads of Year, SLT and outside agencies to analyse data and compile and present reports on student attendance to promote and celebrate good attendance and raising of standards
- Adhere to the 'Attendance Review Cycle'
- Rewards certificates created and monitored
- Responsibility for obtaining explanations for unexplained student absences in conjunction with Teachers, Head of Year and parents/carers
- Contact parents/carers of students absent from school
- Maintain and use a first call list
- Produce correspondence, reports etc. as required using various software including word, excel, outlook, mail merge and SIMs
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone
- Follow up CME referrals
- Identify and highlight with other staff any attendance trends
- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school
- Arrange student and parent interviews about attendance and other issues as required by the team lead

ALL STAFF HAVE A RESPONSIBILITY FOR THE HEALTH AND SAFETY OF STUDENTS, STAFF, VISITORS TO THE SCHOOL AND THEMSELVES AND SHOULD ENSURE THEY ARE FAMILIAR WITH ALL HEALTH AND SAFETY AND SAFEGUARDING PROCEDURES  
ALL STAFF MUST AGREE TO ABIDE BY THE CONTENT OF THE STAFF HANDBOOK AND BY ACCEPTING A POSITION WITH POOLE HIGH SCHOOL CONFIRM THAT THEY HAVE READ THIS DOCUMENT.

- Organise rewards and contribute to trip organisation
- Carry out general administrative duties relating to attendance
- Attend a minimum of 2 tutor/parents evenings per academic year. Any evening attended will attract an overtime payment.

#### **Other duties**

- Plan and organise rewards (e.g. certificates, notice boards and assemblies)
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Commitment to safeguarding and promoting the welfare of children and young people in line with Poole High School safeguarding policy and training
- Undertake any other such duties deemed appropriate for this or similar pay grade.

ALL STAFF HAVE A RESPONSIBILITY FOR THE HEALTH AND SAFETY OF STUDENTS, STAFF, VISITORS TO THE SCHOOL AND THEMSELVES AND SHOULD ENSURE THEY ARE FAMILIAR WITH ALL HEALTH AND SAFETY AND SAFEGUARDING PROCEDURES  
ALL STAFF MUST AGREE TO ABIDE BY THE CONTENT OF THE STAFF HANDBOOK AND BY ACCEPTING A POSITION WITH POOLE HIGH SCHOOL CONFIRM THAT THEY HAVE READ THIS DOCUMENT.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Education/Qualifications	Good standard of general education, in particular the ability to write to a good standard of literacy.	A-C GCSE Maths & English
Experience	Experience of working in an administrative environment.	Experience of working in a school environment.
ICT Skills	Proven skills in the use of office packages to include: word, excel, outlook, mail merge.	Knowledge of SIMs
Skills	Excellent communication and interpersonal skills	
	Ability to persuade and negotiate.	
	Ability to work as part of a team and to deal with sensitive and confidential matters.	
	Ability to relate well and to deal sensitively with students and adults, including staff and outside agencies.	
	Ability to communicate effectively with all staff students and parents.	
	Excellent organisation and time management.	
Knowledge	Knowledge of attendance regulations	Understanding of the issues affecting truancy and non-school attendance. Understanding of issues that may affect a student's ability to attend school.
Personal Qualities	Enthusiasm and drive  Flexibility and adaptability  Sense of humour	

ALL STAFF HAVE A RESPONSIBILITY FOR THE HEALTH AND SAFETY OF STUDENTS, STAFF, VISITORS TO THE SCHOOL AND THEMSELVES AND SHOULD ENSURE THEY ARE FAMILIAR WITH ALL HEALTH AND SAFETY AND SAFEGUARDING PROCEDURES  
ALL STAFF MUST AGREE TO ABIDE BY THE CONTENT OF THE STAFF HANDBOOK AND BY ACCEPTING A POSITION WITH POOLE HIGH SCHOOL CONFIRM THAT THEY HAVE READ THIS DOCUMENT.