

JOB DESCRIPTION

Job Title Attendance Officer

Hours: 36 hours per week during term time, starting no later than 8am each day.

Responsible to: Pupil Support Manager, Admissions Officer and Deputy Headteacher [KS3]

RESPONSIBILITIES

ATTENDANCE AND PUNCTUALITY

- Working under the guidance of the Pupil Support Manager, Admissions Officer and Deputy Headteacher (KS3) to provide specific support in relation to attendance
- To be the first point of contact for all attendance issues in the school
- Inspect, oversee and maintain accurate electronic registers, inputting any amendments as required.
- Support with our continued drive to improve on attendance base figures
- Check daily registers have been taken at AM and PM registration, ensuring hardcopies where necessary and chasing up missing registers/marks
- Follow up on reasons for absence using agreed systems including first day absence calling and/or texting to parents/carers
- Ensure that truancy alerts are sent by first break
- Make contact with parents where necessary to assist in the drive to improve pupil attendance
- Produce reports as required for staff (e.g. HT, DHT, Pupil Support Manager, HOY, Pupil Services Manager and tutors) on attendance e.g. N report
- Produce late letters, poor attendance letters, good attendance letters and list for end of term/year certificates as required by the Heads of Year
- Provide effective communication links, passing appropriate information to parents/carers, pupils, Pupil Support Manager and colleagues
- Oversee the signing in and out process
- Manage Missing Pupil Alerts
- Liaise with Pupil Support Manager and other support agencies re: attendance codes, referrals, and to improve attendance rates
- Produce attendance print-outs, reports and any other information required by the Pupil Support Manager
- Complete returns to statutory bodies as required
- Ensure that attendance data is complete and accurate well before each termly census point
- Keep up to date with current technology, legislation and training requirements in attendance and registration issues
- To be aware of, and comply with policies and procedures in relation to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person

- Attend and participate in meetings as required
- Produce letters for students who are persistently late and issue late reports to tutors
- Undertaking any other tasks that are commensurate with the level of the post as required.

CHILD PROTECTION

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

PERSON SPECIFICATION

ATTENDANCE OFFICER

ESSENTIAL SKILLS/QUALITIES

- Competent use of ICT applications including Word and Excel
- Excellent communication and interpersonal skills
- Good organisational and time management skills and able to work to deadlines
- Literacy and Numeracy skills at an appropriate level.
- Understanding safeguarding, data protection and confidentiality matters within a school context.
- Proactive and methodical approach to workload
- Ability to work independently and be able to identify when matters should be referred

DESIRABLE SKILLS/QUALITIES

- Understanding of SIMS and how this database may be used in school to extract information
- Experience of parent and pupil liaison
- Previous experience of working within a school environment /Academy Trust
- Competent in generating reports; analysing data