



JOB DESCRIPTION	
Post Title: Attendance Administrator	Grade: Scale 4 35 HPW Term Time +2 (41 weeks per year)
Department Support Staff	Responsible to: Attendance & Welfare Manager Responsible for: None
Role Summary: <ol style="list-style-type: none">1. To be responsible for ensuring that all attendance and punctuality data is accurately inputted.2. To monitor and analyse attendance and punctuality data.3. To report the analysis of the attendance and punctuality to the appropriate staff.4. To provide attendance administrative support, ensuring that records are up to date and accurate.5. To arrange and participate in meetings between the pastoral teams, parents and students with regard to the Admission, Review , Dismissal (ARD) process.6. To work in co-operation with other relevant staff e.g. SLT, Data & Assessment Manager & Administrator, IT Network Manager, Attendance Welfare Assistant (AWA) (home visits), Connexions, etc. as necessary.	

DUTIES & RESPONSIBILITIES

1. Responsible for the production of attendance and punctuality data as necessary:
 - Providing attendance and registration data reports and information, as requested by the SLT, Form Tutors, YTL's, Teaching Staff and the AWA.
 - Providing the SLT attendance lead with fortnightly and ½ termly attendance and punctuality reports.
 - Provide daily CP and PA register information to the safeguarding and pastoral teams respectively.
 - Communicate trends regarding attendance and punctuality to the pastoral team and SLT attendance lead.
 - Following up unexplained absences and lateness by phone call or letter on a daily basis including home visits.
 - Recording lateness and reasons for absence in the CMIS system; updating records with information received from Form Tutors and Heads of Year.
 - Checking the am and pm registers on a daily basis and chasing up any that are not marked.
 - Working closely with designated Year Group(s)/Form Tutors on student's attendance.
 - Working closely with the Attendance Welfare Advisor to provide outside agencies (e.g. LBTH, DCSF, etc) with accurate statistics and returns as and when necessary.
 - Liaising with the KS4 PA, Network Manager/Data & Assessment Manager & Officer in order to ensure that the teaching groups remain accurate and are kept up to date.
 - Inputting and manipulating a variety of data on databases, e.g. CMIS, E-portal, Truancy Call, as required.
 - Create and maintain computer systems and documents relating to student data and any other student based information.
 - Inputting attendance data from manual registration copies.

- Oversee and provide fire registrations as required.
 - To deal with internal and external queries in an efficient and effective manner.
 - Flexibility to meet rapidly changing priorities.
2. Highlighting system faults to the Network Manager.
 3. Providing staff training on the electronic registration system.
 4. To prepare attendance certificate letters in line with the schools reward policy.
 5. General
 - To prepare agendas and take minutes of key discussions and action points and distribute, as required regarding attendance and punctuality.
 - To be a flexible member of the Administration Team, covering colleagues' duties as required.
 - To attend Team and Staff Meetings as required.
 - To work in consultation with School's Safeguarding Policy.
 - To refer child protection concerns to the designated person.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The postholder will be required to undertake training as required to be effective in carrying out all duties.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

This Job Description is not prescriptive in that the needs of the College may change and this could necessitate revision in the future and amendment at any time, after consultation.

EQUAL OPPORTUNITIES STATEMENT

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

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

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 and the local authority.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Head teacher

Person Specification for the Post of Attendance Administrator	
Knowledge	<ol style="list-style-type: none"> 1. A sound knowledge of computer databases and spreadsheets. 2. Good working knowledge of Facility CMIS (SERCO) or similar management information system. 3. Working knowledge of data protection legislation.
Qualifications & Experience	<ol style="list-style-type: none"> 1. NVQ III or equivalent 2. GCSE English and Maths A* - C 3. Experience of working in a secondary school environment. 4. Excellent IT skills including Word, EXCEL, email and the internet. 5. Highly developed organisational skills. 6. Experience in the use of electronic data transmission. 7. Sound experience of managing a variety of staff in a pressurised environment with competing and rapidly changing priorities. 8. Experience of co-ordinating and delegating the work of a team.
Leadership and Management Framework	<p><u>Achieving Results</u></p> <ol style="list-style-type: none"> 1. Highly developed organisational skills 2. Accurate fast word processing skills. 3. Ability to lead the school administrative team. 4. Excellent literacy and numeracy skills. 5. Ability to work independently and to take initiative when appropriate. 6. Ability to pay close attention to detail. 7. Good written skills to draft routine reports and correspondence and take accurate messages or notes at meetings. 8. Sound time management skills, including ability to determine priorities and deal with conflicting deadlines. 9. Ability to maintain effective and accurate records. 10. Ability to work under pressure in the school environment (including as part of the administrative team). 11. Ability to set and work to agreed targets and work schedules. 12. Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. 13. Resourcefulness, enthusiasm and flexibility.
Other	A satisfactory Enhanced DBS disclosure