**Job Description: Attendance Manager**

**Key Responsibilities**

* To ensure regular attendance of all students at Ark Soane Academy, by supporting students and families and liaising and working closely with other agencies.
* To promote the importance of good attendance – ensuring that students, parents & carers understand that regular school attendance is a parental responsibility, and that attendance and attainment are inextricably linked.
* To establish and implement best practice procedures and promote positive attitudes towards attendance within the academy.
* To act as the main contact for all attendance issues and ensure reasons for absence are obtained and verified.
* To carry out daily tasks in order to ensure that the correct attendance marks are recorded and first day absence contact is made to ensure all absences are risk assessed each day and escalate high risk absences as needed.
* To liaise with families, school staff and external agencies (including the Educational Welfare Officer) to ensure prompt, consistent and rigorous intervention with poor attendance.
* To provide guidance and support for persistent absentees and monitor progress against targets.
* To undertake home visits where necessary and ensure meticulous records of actions and outcomes are kept.
* To support the Inclusion Team, instigating and delivering strategies to target improvements in attendance for students recognised as being at particular risk of poor attendance and exclusion
* To monitor and report on progress against attendance targets
* To produce accurate data showing attendance trends for groups of students and propose initiatives to improve attendance
* To meet with the Heads of Year and Pastoral VP on a regular basis to review individual student’s attendance and progress towards whole school and year group targets.
* To ensure school compliance with statutory attendance requirements.
* To participate in staff meetings and agreed relevant working parties.
* To uphold the professional standards expected of every member of the school’s staff in all dealings with colleagues, students, parents & carers and the wider community
* To take responsibility for managing personal caseloads.
* To undertake broader administrative duties as required by the school office.

**Other**

* Undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the line manager

**Personal Characteristics**

Commitment to the safeguarding and welfare of all students

Commitment to providing equality of opportunity

Willingness to attend training appropriate to the post

**Person Specification: Attendance Manager**

**Qualification criteria**

* Right to work in the UK
* Educated to O level/GCSE

 **Experience**

* Experience of administrative or secretarial duties
* Experience of using and maintaining databases or management information systems
* Previous experience of working in a school/Local Authority dealing with student attendance desirable
* Experience of working with young people and their families in a professional setting

**Personal Characteristics**

* Genuine passion for working in an academy and a belief in the potential of every student.
* Professional outlook, highly organised, able to multi-task and meet deadlines.
* Helpful and positive nature and ability to stay calm and diplomatic under pressure.
* Understanding of the importance of confidentiality and discretion.
* The ability to work constructively as part of a team, contributing to the development of the role.
* Strong administrative and organisational skills.
* Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and MIS/Facility databases)
* Strong interpersonal, written and oral communication skills
* The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
* The ability to develop positive relationships with all young people.
* The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.
* High levels of honesty and integrity.

**Other**

* This post is subject to an enhanced DBS check.