

VYNERS SCHOOL



ATTENDANCE OFFICER

Job Description

Core Purpose:

To work as part of the student services team, with particular responsibility for student attendance.

Core Qualities:

- Confident dealing with children
- A high level of personal responsibility
- Committed to the overall aims of the school
- A commitment to effective data recording and management
- Play a key role in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people.

The Welfare and Attendance Officers will work closely together in providing a 'front line' service to students during the day.

Specific Responsibilities (Attendance):

- To act as first point of contact for parents reporting student absence and to ensure that information is accurately and promptly entered onto SIMS.
- To administer the school's truancy call (for Years 7-13) once manual attendance data entry has been completed. To take any necessary follow up action.
- To proactively monitor and report on patterns of absence amongst students and report any concerns to senior members of staff (particularly year leaders). To monitor the attendance of specific students as required. Supporting the pastoral team with strategies and intervention as students reach thresholds of attendance.
- To support year heads in identifying and intervening with students who have less than a 90% record of attendance
- To send out student absence letters as required on behalf of the Headteacher.
- To maintain a watching brief on the accuracy of the school's attendance data, ensuring that any problems are corrected and / or escalated as required.
- To follow up unexplained student absences where no absence note has been forthcoming, or the circumstances are suspicious. Liaison with senior staff (inc the school safeguarding officer) as may be required.
- Liaising with the Participation Team and Pastoral Team as required in relation to student attendance issues. To organise and be present at attendance panel meetings as required throughout the year.
- To provide general management information on student attendance as may be required by SLT or LBH.
- To build positive relationships with staff and students and supporting mentoring of those with poor attendance
- To occasionally assume the specific medical duties of the Welfare Officer in the event of their absence, including administering immediate first aid support, notifying parents of student accidents / illness and sending / accompanying students to hospital if required.
- To undertake such other duties within student services as may reasonably be required from time to time

General Responsibilities:

- To work as part of the student services team to act as a first point of call for student queries, including issuing timetables, deal with minor medical issues
- To enter any manual registers onto SIMS accurately and promptly (including any attendance information for students offsite).
- To oversee the signing in / out process by students and to inform appropriate pastoral staff of any concerns.
- Ensure that latecomers are correctly recorded in the attendance registers.
- Liaise with the pastoral team to ensure the collection and dispatch of work for students who are absent from school due to long-term illness

Line manager:

Assistant Headteacher with responsibility for student services.

Hours of Work:

8.00am – 3.00pm term time (188 days plus 2 INSET days – 190 days).

Compulsory attendance at the Junior School Open Evening and the New Intake Evening (to be shared with the Welfare Officer).

Subject to line manager approval, the postholder may attend inset sessions during their normal working hours.

Grade:

This post is paid at Vyners Grade 4.

Total Hours:

32.5 hours per week (including half hour unpaid lunch break). 1235 hours per annum.

Signed

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(Postholder)

Date

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Signed

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(Line manager)

Date

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ATTENDANCE OFFICER

Person Specification

Essential:

- Calm and well organised
- Able to make decisions under pressure
- Able to combine tact and diplomacy with at appropriate degree of firmness
- A good listener
- Good oral / interpersonal skills, particularly under times of pressure
- A good team player
- Previous office / administrative experience
- A good eye for detail and able to critically spot trends and patterns in student attendance
- Capable of representing the school professionally
- IT literate (MS Office and email)

It will be a condition of appointment that the postholder is required to hold a valid first aid certificate. The school will pay for the required training.

Desirable:

- Experience of a similar role, ideally in a school
- Previous first aid experience
- Experience of SIMS