

# Goresbrook School

## Job Description

**Post:** Attendance Officer  
**Responsible to:** Attendance Manager

<b>Responsible to:</b>	<b>Attendance Manager</b>
<b>Responsible for:</b>	<b>Students in Years 7-11</b>
<b>Working with:</b>	<b>Vice Principals, Assistant Principals, Heads of Year, Learning &amp; Behaviour Support Team, Attendance Team &amp; External Agencies.</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To provide attendance and administration support to the Attendance Manager for Secondary</li> <li>To follow up absences in line with school's procedure and legal guidelines as directed conducting first day absence calls and processing any letters</li> <li>To support the Attendance Manager in preparing any legal documentation</li> <li>To monitor attendance on a daily basis and respond to patterns of poor attendance or concerning attendance</li> <li>To work with external agencies and families to improve the attendance of individuals</li> <li>To conduct home visits for absent students</li> </ul>
<b>Disclosure level:</b>	Enhanced
<b>Responsibilities and Administration:</b>	<p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>Monitor attendance and punctuality data on a daily basis to identify patterns and inconsistencies of individual students or groups of students and ensure that this information is swiftly made available to appropriate staff</li> <li>To support the Attendance Manager to co-ordinate the admissions of new pupils to Goresbrook School in a timely and effective manner</li> <li>As directed by line manager, follow-up on every absence with pupils, families and/or staff as appropriate, in order to improve patterns over time</li> <li>Ensure all attendance is accurately recorded in accordance to the policy; monitor staff as appropriate</li> <li>Use systems and processes in place to improve attendance and punctuality, including first-day calls</li> <li>Liaise and collaborate with staff and outside support agencies</li> <li>Follow all protocols of data protection and confidentiality whilst sharing the monitoring findings, concerns and relevant information with key staff as appropriate</li> <li>Challenge condoned absence</li> <li>Support the Attendance Manager to manage the interface and referral systems for Education Welfare Service and Formal Non-attendance Procedures</li> <li>Support the Attendance Manager to develop and issue rewards and recognition systems for excellent and improved attendance</li> <li>Employ a graduated response to poor or failing attendance, including administration of all letters, meetings and penalty notices.</li> <li>Reduce the number of persistent absentees by overseeing the implementation of Attendance Support Plans as directed by the Attendance Manager</li> </ul> <p><b>Admissions:</b></p>

	<ul style="list-style-type: none"> <li>• Responsible for managing the 'end to end' process of student transition from primary schools to new Year 7 intake groups.</li> <li>• Work with Assistant Head Teacher and Data Manager to organise and appropriately publicise dates of events and meetings required for and related to the Transition process e.g. open mornings, induction days. Manage the administration of such.</li> <li>• Organise SLT visits to primary feeder schools and liaise with Vice Principal to obtain details of upcoming admissions.</li> <li>• Coordinate and promote opportunities for transition students and their parents / carers to visit the school and experience and learn about their future learning environment prior to enrolment</li> <li>• Provide whole-school communication of newly enrolled students.</li> <li>• Act as the expert point of contact for internal and external enquiries about the school's admissions policy and procedures</li> <li>• Develop knowledge across the team to enable student admission processes to function smoothly in post holder's absence.</li> <li>• Ensure that all paperwork required by school policy for new admissions e.g. Admission forms, Home School Agreements and Medical forms is correctly completed, collated and filed.</li> <li>• Ensure that all required student data is collected from parents and / or previous schools and accurately entered into Arbor in a timely fashion.</li> <li>• Liaise effectively with other school departments (e.g. SEN) such that they are provided with adequate information to provide the support required of their area for new students.</li> <li>• Manage the administration of students leaving the school, including transfer of paper based and electronic files.</li> <li>• Build and maintain relationships with external agencies and partners involved in school admission processes.</li> <li>• Liaise with primary schools and other agencies to ensure the secure transfer of all data files (hard and electronic).</li> <li>• Ensure student files are correctly managed, including creation of new intake student files and archiving of leavers' files.</li> <li>• Ensure that all required actions are carried out for student leavers e.g. sending on paper and electronic files.</li> </ul>
<b>CPD:</b>	<ul style="list-style-type: none"> <li>• To take part in the school's CPD programme by participating in arrangements for further training and professional development</li> <li>• To continue personal development in the relevant areas</li> <li>• To engage actively in the Performance Review process</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school</li> <li>• To attend meetings etc. in accordance with the school calendar</li> </ul>
<b>Support Information:</b>	<ul style="list-style-type: none"> <li>• To complete relevant documentation to assist in the tracking and monitoring of safeguarding incidents of students</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents/carers of students as appropriate</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>• To follow agreed policies for communications in the school</li> </ul>

<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc.</li> <li>• To contribute to the development of effective links with external agencies and develop opportunities for multi-agency working</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>• To promote actively the school's Policies &amp; Procedures</li> <li>• To continue personal development as agreed</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To undertake any other duty as specified not mentioned in the above</li> <li>• To comply with the school's procedures concerning safeguarding and to ensure that training is accessed</li> </ul>	
<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> <li>• Employees will be expected to comply with any reasonable request from a line manager or senior member of staff to undertake work of a similar level that is not specified in this job description</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</li> <li>• Employees are expected to be professional and uphold the school culture by being positive and solution focused</li> <li>• Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students</li> </ul>	
This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title	

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## Person Specification

**Post:** Attendance Officer  
**Responsible to:** Attendance Manager

Specification	Essential	Desirable
Qualification and training	5 A*-C GCSEs (or equivalent) including Maths and English	Evidence of continuing training and professional development  Safeguarding training Level 3 or above  CAF trained  First-Aid training
Experience	Experience of working with vulnerable children and their families  Recent experience of working with colleagues to implement a range of interventions to support students with evidence of success  Evidence of multi-agency working that supports students' needs and impacts on their wellbeing and progress	Extended experience of multi-agency working
Qualities, skills, knowledge and abilities.	Working knowledge of the successful implementation of the revised SEND code of practice and provision for vulnerable students  A positive attitude, energy, flexibility, resilience and attention to detail  Excellent organisational and interpersonal skills and the ability to build good working relationships with a range of colleagues.  Good oral and written communication skills  Ability to write accurate reports and summarise information for internal and external audiences  Commitment to a 'no excuses' culture	Understanding of arrangements and provision for CLA  Understanding of legislation that impacts on the protection of children



	A detailed understanding of safeguarding in practice	
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