

JOB DESCRIPTION: Attendance Officer

Grade: ME7

Responsible to: Assistant Headteacher

Hours of work: This post is full-time 35 hours per week / term time only

Job Purpose:

- Assisting in promoting high levels of attendance and punctuality by students and to maintain records, both manual and electronic, relating to these areas
- Liaising with students, parents/carers, colleagues and other professionals in relation to student attendance and punctuality
- Completing and providing information and statistics regarding student attendance and punctuality as required by the school, local authority (LA) and DFE
- Initiating appropriate sanctions in liaison with relevant colleagues and other professionals.
- Hold attendance meetings where appropriate

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- Offer support to members of staff as appropriate in carrying out home visits to students causing concern in terms of attendance and punctuality, providing parents/carers with necessary information and making appropriate referrals
- Participate in school and local initiatives regarding matters of attendance
- Provide administrative support to staff in the application of appropriate sanctions in liaison with colleagues and other professionals
- Provide support to colleagues in attending meetings held with parents/carers and other professionals in relation to attendance and punctuality issues to take notes and to provide follow-up administration.
- Liaise with outside agencies, parents/carers, social workers, other schools and organisations in relation to information and attendance of excluded students, and attend to queries as required by the line manager
- Maintain and monitor the student attendance registration system on a daily and weekly basis, ensuring that registers are up-to-date
- Record late arriving students and issue them with late-slips; and deal with queries making appropriate referrals and contacting parents/carers as necessary
- Follow up student absences and lateness by telephone or other means, on a daily basis with guidance from colleagues as appropriate, and making referrals as necessary eg to the education welfare officer
- Receive visitors/callers to the school, for example, parents/carers, professionals from outside agencies, deal with enquiries as required, observing security requirements and maintaining confidentiality

- Report any welfare and/or child protection concerns in accordance with school policies

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
- Process, input and extract data held on the student database and student attendance registration system, including accessing and producing reports and address labels, inputting details from manual registers, and printing out the daily absence list and individual student registers
- Prepare information, statistics and reports as required by her/his line manager, the Headteacher and the governing body
- Take minutes/notes at associated meetings and circulate information as necessary
- Maintain record and filing systems including student files
- Deal with correspondence promptly and as required
- Provide regular attendance data

Student Services

- Support the student reception area, by ensuring students are welcomed and receive an efficient, responsive and helpful service including supporting students with timetable queries and signposting to relevant staff where appropriate
- Provide a welcoming, efficient, responsive and helpful service when answering telephone calls. Ensuring calls / messages are forwarded accurately and in a timely manner
- Supporting duties as and when needed
- Signing out students in conjunction with Inclusion Manager
- Oversee and support the school uniform policy including assisting with the borrowing system for uniform from student services
- To be one of the school's qualified first aiders (training will be provided if required)

Safeguarding / Child Protection:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Supporting the school in meeting its legal requirements for worship
- Actively promoting school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Attending and participating in meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals

- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of Headteacher