

## **Attendance Officer**

**Reporting to:** Assistant Headteacher

**Hours:** 36 hours per week, 38 weeks per year  
Monday to Thursday 08:00am-15:45pm, Friday 08:00am-15:30pm

**Salary:** Grade 4 - Points 18, Salary: £16,473

## **Job Description**

### **Job Purpose:**

The Attendance Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

It is important to:

- Promote and support high levels of attendance
- To support students in achieving their full academic potential
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers

## **Duties and Responsibilities**

### **Principal Accountabilities:**

- To identify and work with individuals and groups of students, using regular attendance checks
- To work closely with parents/carers and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers

**Duties:**

- To work with groups of students to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support
- To undertake occasional home visits to collect individual students when requested by the school/Educational Welfare Officer
- To interpret information relating to attendance patterns and identify key areas of concern for Heads of Year, the Assistant Headteacher with responsibility for Attendance and Punctuality and the Deputy and Headteacher
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To follow School Policy of 'first day contact' within the school
- To check and remind any necessary staff to complete registers
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department/Pupil Premium Coordinator
- To produce weekly attendance and lateness reports for Education Welfare Officer, Assistant Headteacher and HOYS.
- To produce termly reports for Educational Welfare Officer and copy to the relevant Assistant Headteacher
- Liaise with the Education Welfare Officer, Connexions to exchange information and determine appropriate levels of intervention
- To liaise with the safeguarding team regarding child protection
- To input timely information i.e. exams, music trips, sporting events, work based learning appointments, absence reports etc and to keep Form Tutors and Heads of Years updated
- To check accuracy and correct coding on registers
- To follow Attendance policy and send out letters as required
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data
- To work alongside relevant staff, contact teachers, senior management, learning support assistants to improve students attendance
- To keep up to date with SIMs training
- To help out on the Reception desk and support with other general admin' tasks from time to time as needed.

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

NB: All staff are required to complete a 6 month probationary period during which time suitability for the post will be assessed.

### Person Specification: Attendance Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Flexibility.</li> <li>• Ability to use own initiative.</li> <li>• Resourceful, patient and resilient.</li> <li>• Calm, unflustered manner.</li> <li>• Ability to work in a team and alone. Excellent communication skills. Commitment to equal opportunities in service delivery and employment.</li> <li>• Flexible approach to supporting children and families.</li> <li>• Ability to maintain a professional manner in challenging situations.</li> <li>• Confidence to challenge difficult behaviour.</li> <li>• Confidence to challenge other professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoys working within education</li> <li>• A friendly manner and good sense of humour</li> <li>• Smart appearance</li> </ul>
<b>Competence</b> Knowledge Abilities Skills Experience	<ul style="list-style-type: none"> <li>• Good organisational and good time keeping skills.</li> <li>• Good inter-personal skills</li> <li>• Demonstrable awareness of legislation relating to school attendance.</li> <li>• Demonstrable awareness of legislation relating to the welfare and protection of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• A positive attitude to personal development and training</li> <li>• Ability to prepare and write reports and produce factual and statistical information as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate awareness of risk</li> <li>• Experience of working in an educational and/or social care setting with young people.</li> <li>• Effective communication with children, carers and other professionals.</li> <li>• Ability to display an understanding of social/welfare issues as they affect children, families and schools.</li> <li>• Ability to work on own initiative within departmental protocols/procedures.</li> <li>• Ability to deal with difficult situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the education system</li> <li>• Experience in working within statutory/voluntary agencies dealing with children and families.</li> <li>• ICT Literacy</li> <li>• Working knowledge of SIMs</li> </ul>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good level of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent*</li> <li>• 5 GCSE's including grade C in English and Maths*</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• No adverse criminal record.</li> <li>• Flexibility in visiting students in their homes may be required from time to time</li> <li>• Flexibility in work pattern may be required occasionally.</li> </ul>	<ul style="list-style-type: none"> <li>• Car owner or access to mobility transport</li> <li>• Full driving licence</li> </ul>

\*Please note original certificates will be required by shortlisted candidates.