



ROYAL ALEXANDRA AND ALBERT SCHOOL

JOB DESCRIPTION

Post Title: Attendance Officer

Responsible to: Office Manager

Key working relationships: Senior Assistant Head and EA to Head

JOB PURPOSE:

To work alongside key school staff to promote excellent attendance. To ensure that the attendance of pupils is accurately monitored and recorded, in accordance with Government guidelines and general office administration.

This appointment is term-time plus 2 weeks, i.e. 37-week appointment. (The post holder will be required to work 2 weeks of the school holidays in negotiation with the Office Manager.)

Hours of Work: *14.65 hours per week*
08.00 – 15.00 – Wednesday and Thursday
08.00 – 12.00 – alternate Saturdays

Job Share position

Salary: £5925.65 (pro-rata) - £18,044 (FTE)

MAIN TASKS:

- To be the first point of contact for matters relating to attendance in the school
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To input attendance data on SIMs and liaising with parents and staff regarding absences, raising immediate issues with SLT
- To check and remind any necessary staff to complete registers
- To input relevant information i.e. exams, trips, sporting events and keep staff updated where necessary
- To print and file official registers
- To follow the school Attendance Policy, follow up on any absence including liaising with parents/guardians re absences and send out letters as required in liaison with Head of Year

- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To follow up on any absence including liaising and sending letters to parents/guardians re absences
- To liaise with the Educational Welfare Officer, producing reports and providing copies to the Senior Assistant Head
- To produce and interpret information relating to attendance patterns and provide updates to staff relating to attendance
- To monitor particular attendance issues and refer cases to SLT when required
- To monitor the attendance of vulnerable groups of students (carrying out post registration checks) and liaise with staff/ELT/SIA department
- To assist with the identification of students who will receive support in improving their attendance, providing regular updates to staff
- To carry out administrative tasks associate with request for authorised leave in liaison with the Head's EA and Senior Assistant Head

GENERAL DUTIES:

- To work closely with the job share attendance officer to provide continuity and effective attendance provision
- To be part of the full office team and provide cover for other administrative staff as required
- To answer incoming calls and support School Receptionist during busy periods
- To provide support in the case of school Fire Evacuation, as advised by the Office Manager
- To undertake any other duties commensurate with the role/grade as may be requested by the line manager / Senior Leadership Team from time to time
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

This job description should be seen as enabling rather than restrictive. The post will be subject to regular review and may be changed after consultation with the post holder.

PERSON SPECIFICATION

Qualifications, Experience, Knowledge and Skills

Essential:

- Educated to GCSE level, including English and Maths (Grade A*-C)
- Relevant transferable experience and skills
- Excellent communication skills both written and verbal
- Excellent IT skills (e.g. Word, Excel, Power-point, Mail-merge, Outlook)
- Ability to cope with stressful situations and adapt to change and interruptions in busy office environments
- An approachable, flexible attitude and the ability to prioritise
- Able to work on own initiative, to fixed time scales and as part of a team

Desirable:

- Previous SIMs experience
- Previous experience of attendance work
- Experience in working in an education setting
- Awareness of child protection issues –training will be provided

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check