



Ralph Allen School Role Description

Role title	Student Services: Attendance Officer
Grade	B&NES Grade 4, 16.25 hours per week (8:30 – 11:45 Monday - Friday), term time only + 5 days
Date	October 2022
1. Role purpose	<p>To promote the school's policies, procedures and working practices relating to the support and management of students' attendance and punctuality at school.</p> <p>To work closely with all members of the school's Student Services and House team.</p> <p>To accurately maintain the SIMS.net student database.</p>
2. Principal duties and responsibilities	<p>Student attendance</p> <ul style="list-style-type: none"> To record late arrivals and absences of students during the day. To contact all absent students daily and where necessary establish first day contact, using the school's 'first day calling' procedures system from 9.30am onwards. Operation of Sims.net including data input, report generation & analysis. Ensure adherence to DfE guidelines and consideration of the success of the school's existing policies and processes. To cover student reception from 8.30am to 11.45am being a point of contact for students when arriving and leaving school. <p>Student records</p> <ul style="list-style-type: none"> To assist with maintaining accurate student records, ensuring all new students joining the school and those leaving are recorded on the school's attendance systems. To work closely with staff who are responsible for school starters and leavers (e.g. admissions, data, Vice Principal) to ensure accurate attendance data. <p>Additional duties and responsibilities</p> <ul style="list-style-type: none"> Form a part of a cohesive and dynamic team offering support services to all Ralph Allen students in a variety of ways. Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with. Be aware of and support difference and ensure equal opportunities for all. Contribute to the overall ethos, work and aims of the school. Establish constructive relationships and communicate with other agencies and professionals. Self-evaluation of all the above will be carried out as a continual process. To train as a first aider and to take part in the school first aid rota as required. You may be required at times to work at other Palladian Academy Trust schools. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

3. Dimensions (in quantitative terms, the key areas on which the job has an impact)	Daily interaction with teaching staff, support staff, students and parents; also contact with external agencies as required (if applicable to role).
4. Organisation chart	<pre> graph TD LML[Line Manager: Head of House] --> SSM[Student Services Manager] SSM --> ASO[Student Services: Attendance Officer] ASO --> AS[All students in the school] AHT[Assistant Headteacher w resp for Attendance] -.-> ASO </pre>
5. Physical Effort	N/a
6. Working Environment	Working in a large secondary school. Daily contact with students.
7. Person specification	<p>Essential</p> <ul style="list-style-type: none"> • Educated to GCSE or preferably A level or equivalent including English and Maths at GCSE level. • High level ICT skills including Word, Excel, databases, data analysis. • An ability to relate well to both children and adults. • An ability to work constructively as part of a team to the benefit of students, staff and parents. • Willingness to work in a flexible way in accordance to the needs of the school. • Adaptable, imaginative, creative and flexible in approach to the work. • Self-motivating and proactive, with the ability to identify your own training needs and a willingness to attend relevant training. • Willingness to undertake first aid training. <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience working with children in a school or related environment. • Previous experience as an attendance officer.
8. Additional information	<ul style="list-style-type: none"> • The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion. • The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies. • The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties. • The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

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| | <ul style="list-style-type: none">• Ralph Allen School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory DBS check is required for this post prior to commencement. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. |
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