



**AYLESFORD SCHOOL**  
WARWICK

## **Job Description - Attendance Officer**

<b>Post:</b>	Attendance Officer
<b>Hours:</b>	<b>By negotiation, but ideally, 37 hours per week.</b>  Monday to Thursday 07.45am – 3.45pm  Friday 07.45am – 3.15pm. Which includes a 30 minute unpaid lunch break, term time only plus teacher training days (39 weeks per annum)
<b>Salary Scale:</b>	Grade G, (Points 7-10) £24,496.00 - £26,845.00 per annum which equates to an actual salary of <b>£20,975.90 per annum</b>

*This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.*

The post holder is responsible to the Director of Pastoral Care.

### **Core Purpose**

- To oversee the schools attendance, be the first point of contact for all attendance issues and information in the school. Liaising with the HoYs & SLT Link to ensure that all student attendance data is accurately recorded, actioned and highlighted to the appropriate HoY and SLT link as necessary.

### **Specific Duties and Responsibilities**

- Be responsible for recording accurately all attendance data for Secondary Phase students and the reasons provided by parents/carers for pupil's absence on a daily basis.
- Ensure all codes for attendance are correctly reported and accurate.
- Initiate 'First day calling' procedures through the Synergy software package; liaising with parents to notify of absent students
- Check online registration of students at alternative provisions
- Clarifying any staff inaccuracies of registers
- Working alongside the Primary Phase's Office Manager in respect of Primary absences.
- Working alongside the Clerical Assistant in the main school office, who provides the Attendance Officer with support with the initial clearing of early morning communications from parents that have reported their absences.
- Update SYNERGY (internal database) with attendance related information received from tutors and HoYs.
- Support HoYs and Senior Leaders on matters relating to attendance.
- Analyse and report on attendance patterns/weekly intervention checks to the HoYs and SLT Link
- Co-ordinate and action school correspondence in respect of attendance, issuing letters and liaising with Senior Leaders and HoYs as appropriate, completing appropriate 'leave of absence' paperwork for Warwickshire Attendance Service (WAS) & making referrals
- Undertake other routine procedures; assist in completing all statutory data returns
- Communicate with the Director of Safeguarding to co-ordinate safe and well checks for absent students and information identified as a potential safeguarding concerns using the School's internal system – CPOMS

## General

All members of the school staff are expected to:

- Work towards and support the school's vision and objectives
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and positive courteous relations with students, parents, colleagues and guests.
- Engage actively in the performance review process
- Adapt to the needs and pressures of the moment
- Adhere to school policies and procedures as set out in the staff handbook or other documentation that is available to staff
- Establish and maintain effective working relationships with colleagues
- Participate in meetings with colleagues in respect of the duties and responsibilities of the post
- Be responsible for your own professional development
- Carry out other tasks as reasonably directed by your line manager and/or head teacher
- Carry out any domestic office duties as required

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the school, flexibility among staff is very important.

**Signature** \_\_\_\_\_ **(Post holder) Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **(Head teacher) Date** \_\_\_\_\_