



# The Petchey Academy

## Job Description and Person Specification

**Post:** Attendance Assistant

**Responsible to:** The Headteacher and the Governing Body of The Petchey Academy; under the day-to-day leadership of the Assistant Headteacher responsible for whole school attendance

**Responsible for:** Attendance

**Remuneration:** Scale 6 (Point 18 – 20) £28,559 - £29,521 pro-rata (£32,418 - £33,510 FTE)

**Status:** Term Time, Permanent

**Working hours:** 8:00 am - 4:00 pm

### Purpose of the Post:

- To raise attendance and punctuality across the school, to measure attendance and punctuality and to innovate strategies for improving attendance and punctuality.
- Ensure an efficient preparation and enrolment of the school's new year 7 intake groups and mid term admissions.
- You will collaborate with the other members of the Administration Team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

### Main duties and Responsibilities – Attendance Assistant

- Day-to-day management of registers
- Responsibility for the upkeep of attendance related trackers
- Creating reports on SIMS to track and monitor attendance
- To support with the issuing of fines/penalties to students with persistent absences/ G codes
- Responsibility for the implementation of school systems, procedures and policies in relation to attendance and punctuality. Develop and monitor the information system for the registration process and persistent absenteeism.
- Work to raise the profile of improved attendance and behaviour throughout the school
- Pick up messages from the absence line and act accordingly.
- Administer daily attendance and punctuality. Checking each morning and contacting home by phone/text if students are not in school.
- To work alongside Attendance Lead to contact parents in relation to attendance and truancy. Calling parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance. Working closely with the Pastoral teams and Family Support Worker to keep school absences to a minimum.
- To ensure registers are always taken, are accurate and maintained in a timely manner, working collaboratively with year teams and other colleagues to ensure that presence, lateness, unauthorised and authorised absence are recorded accurately and reliably in a manner that supports relevant school policies.

- To proactively seek ways to increase registration completion by staff, developing strategies and sharing them with Senior Leaders.
- Liaise with Senior Leaders, Heads of Learnings, Student Managers SENDCO, Student Welfare Manager and other relevant staff regarding students who are of concern.
- Produce attendance reports and follow up on unauthorised absences on a weekly basis.
- Print off hard copies of official registers on a daily basis to ensure they are on hand in the case of a fire / planned evacuation.
- The timely production of termly attendance and absence statistics, including making a significant contribution to government returns, including Census.
- Answer parent queries regarding their child's attendance.
- Operate the system for communicating with parents about attendance.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

#### **Other duties:**

- To administer First Aid as part of a rota of qualified staff and to keep qualification up to date.
- To support Academy events as part of a rota of non-teaching staff, including events after school.
- Undertake Fire Marshal duties as required and attend relevant training.

#### **General Administrative Support**

- Provide general clerical and administrative support for the school, e.g. photocopying, filing, emailing, completion of standard forms, respond to routine correspondence, letters to parents, etc.
- Operate systems for recording, storing, retrieving and analysing information on students and producing the required reports. Scan important documents to student electronic files.

#### **General Responsibilities Common to All Academy Staff**

- To carry out other duties in line with the overall purpose and responsibilities of the post.
- To comply and actively promote academy policies, including Behaviour for Learning, Inclusion, and Health and Safety.
- To promote positive pupil conduct. To confront negative pupil conduct and take appropriate steps to deal with it.
- Develop high-quality functional relationships across the staff, with families and external agencies, making regular contact and arranging meetings where necessary.
- Implement academy policy and procedure, particularly Inclusion, Safeguarding and Behaviour for Learning
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the Academy.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with pupils, staff, parents and external contacts.
- To undertake training and development relevant to the post.

#### **Managing People**

- Take part in the Performance Management process as a reviewee.

## **Make a strong contribution to the day to day management of the Academy**

- Ensure that Health & Safety and Child Protection procedures are strictly adhered to in the areas you are working in.
- Model the highest expectations and act as a strong presence around the Academy
- Act as a role model for staff and students through personal and professional conduct.

## **Commitments**

All staff must be fully committed to:

- the highest possible expectations of all students;
- equity, diversity, inclusion and social justice;
- safeguarding and promoting the welfare of children;
- their own professional and personal development.

## **OUR COMMITMENT TO SAFEGUARDING**

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. All shortlisted candidates will be subject to an online search as recommended by government guidelines.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

## **OUR COMMITMENT TO EQUALITY**

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.

**Note: This job description will be reviewed annually.**

## **Person Specification**

### **Qualifications**

1. Educated to a high level, at least A level but degree level or equivalent in relevant skills and experience is preferred (D)
2. To have recently undergone (or be prepared to undergo) relevant First Aid training (D)
3. Safeguarding Training (E).

### **Experience**

4. Experience of running effective administrative and clerical systems experience
5. Experience of working as an administrator in a busy admin environment
6. Experience of working with data systems e.g, Sims etc.
7. Experience of safeguarding procedures and policy in a Secondary school setting
8. Experience of communicating with parents and other agencies.

### **Knowledge and Skills**

9. A good understanding of safeguarding and inclusion administration
10. Possess excellent written and oral communication skills, including proven ability to produce concise and clear minutes of meetings and draft reports, if required.
11. A solution focussed approach to problems and issues
12. Excellent ICT skills
13. Ability to communicate effectively, both orally and in writing with a range of audiences.
14. Proven administrative and organisational skills.

### **Personal Qualities and Attributes**

15. A commitment to the aims and values of community comprehensive education, the Academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
16. The ability to establish effective and appropriate relationships with students and staff.
17. The ability to relate well to parents, external agencies and the wider community.
18. Is flexible, able to work under pressure and meet deadlines.
19. Understands the importance of professionalism and confidentiality.
20. Is a strong role model for staff and student's.
21. Has a proven record of excellent attendance and punctuality.
22. Willingness to work as a member of a team and make positive contributions to the team effectiveness.

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