

## Job Description

**POST TITLE:** Attendance Administrator

**GRADE:** GRADE 6, POINT 7 - 12

**RESPONSIBLE TO:** Attendance Improvement Manager

### JOB PURPOSE

This post holder will work under the supervision of the Attendance Improvement Manager:

- To provide a specialist admin service to help the Academy to raise achievement by improving school attendance and punctuality through efficient and effective administrative processes, procedures and reporting to support the Academy to meet its attendance targets;
- To promote positive attitudes by students and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.
- To form part of the administration team promoting a consistent approach to matters relating to attendance, support and be supported by the wider admin and attendance team in providing a highly effective admin service.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Possesses or must be willing to train for the First Aid at Work qualification approved by the HSE as requested.
10. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

- Develop specialist knowledge of attendance and punctuality issues and best practice;
- Manage and monitor the completion of registers ensuring all registers are completed timely and accurately following up on missing marks and records of reason for absence;
- Undertake first day absence calls/texts and log information effectively;
- Liaise with parents/carers by telephone and in person regarding attendance issues including sensitive requests for medical evidence following absences;
- Be proficient and responsible for the use of Academy attendance monitoring software and any system this feeds into for stator reporting such as the MIS for the school census returns;
- Supporting the Attendance Improvement Manager with administrative tasks relating to attendance, including the organisation, communication and coordination of any events relating to attendance, including the production of certificates, booking of reward trips and any other initiatives relating to improving and maintaining outstanding attendance.
- Produce and provide meaningful and accurate reports on student attendance and punctuality on daily, weekly, termly and annual basis to facilitate and support effective short, medium and long term strategic decision making;
- Be full aware of and carry out all work in line with Child Protection/Safeguarding procedures; - Manage your own work load in line with the Academy priorities.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc.
- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised and deadlines are met;
- Undertake general office duties within the attendance office, answering telephone calls, face to face enquiries, photocopying, minute taking etc.
- Enter and retrieve data relating to students onto the MIS and other software packages as required; - Scanning and filing letters onto the system;
- Ensure all letter 1's and letter 2's are sent out to parents of identified students of persistent absence; - Ensure messages are sent out to parents of absentees;
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined;
- Provide first aid assistance to staff, students and visitors.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

**DRESS CODE**

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – ATTENDANCE ADMINISTRATOR	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Further or Higher Education		*
NVQ3 or equivalent qualification or experience in Business Administration or other relevant discipline		*
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
<b>KNOWLEDGE</b>		
Previous working knowledge of SIMs database or similar		*
A sound knowledge of a range of computer applications including high level knowledge of MS Office	*	
Ability to create and analyse complex data	*	
Knowledge of relevant policies, legislation and codes of practice	*	
<b>EXPERIENCE</b>		
Previous experience of administrative computer systems	*	
Previous experience of working within an educational setting		*
Previous experience of working within a team	*	
Significant experience of administrative processes	*	
<b>PROFESSIONAL SKILLS</b>		
Excellent communication and interpersonal skills	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Good time management skills	*	
<b>PERSONAL QUALITIES</b>		

Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.	*	
Resilience and ability to build and maintains effective relationships with colleagues.	*	
To be professional and confidential with the ability to deal with complex student matters.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust.	*	
Suitability to work with children. Enhanced DBS check.	*	