**GOSFORD HILL SCHOOL**

|  |  |
| --- | --- |
| **Post Title:** | Attendance Officer |
| **Accountable to:** | Deputy Headteacher (Student Progress) |
| **Line Managed by:** | Student Welfare Manager |
| **Start Date:** | Tuesday 3rd September 2019 (earlier if possible) |
| **Hours:** | 34.5 hrs/wk. 38 weeks  08.15-15:45pm (Mon- Thurs)  08.30-15.30 (Friday)  Including a 30 min unpaid lunch break |
| **Salary:** | LGPS Grade 6 |

**JOB PURPOSE**

* Supporting the school to meet the statutory requirement of taking accurate registration and lesson registers
* To liaise with DHT (Student Progress), AHT (Students Inclusion & Celebration), Student Welfare Manager, Heads of Year, Tutors and the OCC attendance team (where appropriate), providing and analysing punctuality and attendance data

**OBJECTIVES**

To be accountable for:

* Maintaining accurate student attendance records and act as liaison between Heads of Year, Tutors and parents in all matters related to attendance.
* Safeguarding students by contacting the parents/carers of students missing without authorisation

**MAIN DUTIES**

* Produce, distribute and supervise the collection of registers
* Issue fixed penalty notices and prepare papers for subsequent legal action.
* Collection and analysis of accurate data
* Monitor lates and unexplained absences
* Monitor missing marks and take appropriate action with support from DHT, AHT, Student Welfare Manager, Heads of Year and Faculty Leaders
* Liaise with parents by telephone and/or letter over absences
* Keep Tutors, Heads of Year and Pastoral Assistants informed of absences
* Send letters to parents/carers of students with broken weeks’ attendance, overall attendance causing concern in line with school procedures
* Direct relevant staff when actions are needed for a student with low attendance
* Maintain records on the system and produce lists and statistics as required (whole school attendance and attendance of key groups eg) M/F, year groups, PP, PP/FSM, SEN by need
* Weekly, termly attendance awards for individual students, forms and year groups
* Process student holiday requests
* Liaise with OCC attendance team for advice/action as needed

**Support for the School:**

* Where appropriate, attend regular whole school and team meetings
* Undertake appraisal, training and mentoring
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the School.
* To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture;
* Undertake necessary health and safety training;
* Ensure you are familiar and comply with the School’s health and safety policies and procedures;
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
* Follow all appropriate safety instructions and use safety equipment provided;
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
* Support your line manager in the delivery of good health and safety practice and the minimising of risks;
* Ensure you draw to manager’s attention health and safety problems or deficiencies in the workplace; and
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Last updated: May 2019



Signed :……………………………………….. Date ;…04/06/2019…

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senor Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation