

# Lancashire County Council

## Role Profile - Operational Context Form

<b>Post title:</b> Attendance Officer					
<b>Directorate:</b> CYP			<b>Location:</b>	Schools	
<b>Establishment or team:</b>		Sir John Thursby Community College		<b>Post number:</b>	
<b>Grade:</b>	Grade 4/5	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	YES
<p><b>Purpose of the role (job statement)</b></p> <p>To be responsible for the administration of attendance data, including first day contact with parents/carers. In liaison with family support staff, support pupils and their families to promote and maintain excellent attendance.</p>					
<p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Responsible for the school's electronic attendance database, including maintenance and monitoring of the attendance records/absences in line with legislation and regulations</li> <li>2. Undertake first day contact of parents / carers</li> <li>3. Follow up lack of response to first day contact and other contacts by home visiting or meeting parents/carers in school</li> <li>4. Liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence</li> <li>5. Deliver work and check on the welfare of pupils excluded from or not otherwise working to a normal timetable</li> <li>6. Raise penalty notices for students when there is concern about their attendance</li> <li>7. Produce lists, information and run reports relating to attendance data, as requested</li> <li>8. Produce annual returns for central and local government.</li> </ol> <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> <li>1. Act as first point of contact for pupils who arrive late at school</li> </ol>					
<b>Prepared by:</b> Claire George			<b>Date:</b>	December 2018	

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.