

Plymstock School

Job Description

Post Title:	Attendance Administrator
Location:	Plymstock School
Reports to:	Assistant Headteacher
Hours:	34.5 hours per week (8.15am-3.45pm) x 39 weeks
Grade:	Grade C SCP 5 – 7 (£21,575 – 22,369 FTE) Actual Salary £17,230.22 - £17,864.32

Job Purpose

To manage and track student attendance data across the whole school. To work with other agencies and within school to ensure the academic success of all students related to their attendance.

Job Description

Key Roles and Responsibilities – Whole School

- Positively contribute to the school and trust's mission, vision and values.
- Actively support and contribute to developing a culture of excellence.
- Create and maintain effective working relationships by promoting a creative and collaborative working environment.
- Undergo appropriate and regular training to develop and maintain the knowledge and skills required to carry out the role.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, including keeping children safe in education (KCSIE)

Key Roles and Responsibilities – Attendance Administration

- 1 Record information relating to student absences accurately and using a range of systems. Following up absences (parent mail, email, voicemail) and daily direct contact with parents through a variety of communication methods. Frequent data input and maintenance of accurate records in the School Information Management System (SIMS) and CPOMS regarding communication with students, parents etc.
- 2 Notify HOY/AHOY, Tutors of any relevant information derived from the calls, emails etc
- 3 Input late marks and ensure staff are inputting registers promptly onto electronic registers Responsible for reviewing and maintaining records of a high level of accuracy.
- 4 Gather internal information regarding attendance by liaising with staff covering Isolation rooms, First Aid etc and enter relevant attendance code
- 5 Run Truancy Call as early as possible and deal with all queries received from stakeholders
- 6 Regularly contact parents on the telephone with empathy and professionalism on all attendance matters. This includes undertaking challenging telephone calls. Provide clear communication regarding a range of sensitive matters.
- 7 Liaise with HOY/AHOY regarding any students found to be truanting
- 8 Complete necessary paperwork and produce evidence of absences for referrals to EWO

- 9 Monitor lesson monitor throughout the day particularly lesson 1 and 4 which are the statutory registration periods.
- 10 Represent the school at any Westcountry Schools Academy Trust meetings relating to attendance matters
- 11 Produce paperwork and gather evidence for penalty notice fines. Keep efficient records and collection of evidence for court hearings relating to this.
- 12 Minute meetings held in school with parents who are at risk of referral due to low attendance
- 13 Liaise with colleagues regarding missing AM and PM registers, lesson registers and any conflicting marks to ensure this is challenged
- 14 Prepare documents and records - Pre-code registers with marks for students attending work placements, trips, holidays, sporting events etc
- 15 Daily communication with staff at all levels and parents on aspects related to attendance and punctuality keeping an up to date record as appropriate
- 16 Provide attendance data as required to stakeholders eg HOY – references for students who have left school. When requested to do so, obtain reports from both SIMS and CPOMS for the appropriate member of the staff.
- 17 Liaise with safeguarding staff – HOY/AHOY/DSL to hand over relevant information for their action.
- 18 Strive to continue to improve current systems in place by forming good working relationships with Attendance Officers in the MAT
- 19 Work with the DSL. HOY/AHOY to identify students at risk of persistence absence. Assist in investigating potential safeguarding issue sand support families to improve student attendance
- 20 Produce statistics regarding late arrivals and students who are persistent offenders.
- 21 To provide on call first aid to students and staff as required.
- 22 Good knowledge of the attendance, inclusion and welfare policies from Plymouth City Council. Under the guidance of the appropriate Colleagues, ensure effective links and communication with external agencies are in place.
- 23 Ensure comprehensive administrative and clerical support to the Attendance Team is provided, including the production of written correspondence and other documents. This includes, but is not limited to, Attendance letters, penalty notices and CPOMS entries with regard attendance from a variety of sources.
- 24 Provide proactive support within the Attendance team on a daily basis.
- 25 When requested to do so, prepare and collate data for the College self-evaluation process.

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

Plymstock School

PERSON SPECIFICATION – Attendance Administration Lead

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
GCSE in English and Mathematics Grade A* - C (or equivalent)	E	✓	
Good standard of education (preferably to Degree Level)	D	✓	
Other relevant and related qualifications, for example, counselling, emotional logic, mental health, self-harm, suicide prevention, first aid	D	✓	
Level 3 Child Protection and Safeguarding (training will be provided if qualification is not held)	D	✓	
Experience:			
Experience of working in an environment supporting children and young people (voluntary or paid)	E	✓	✓
Experience of working in a school environment (primary or secondary)	D	✓	✓
Experience of communicating effectively with parents/carers effectively and other stakeholders	D	✓	✓
Experience of promoting high standards and expectations	D	✓	✓
Experience of multi-agency meetings and outside agency liaisons	D	✓	✓
Knowledge, Skills and Understanding:			
Excellent interpersonal skills	E	✓	✓
Can work independently or as part of a team.	E	✓	✓
Excellent organisational skills to meet deadlines and manage workload of self and others.	E	✓	✓
Excellent ICT skills and the ability to apply these to educational management.	E	✓	✓
Excellent practitioner	E	✓	✓
Personal Character (Qualities and Abilities):			

Is a champion for children, caring, child centred, approachable.	E	✓	✓
Excellent communication skills, confident and motivational public speaker.	E	✓	✓
Good sense of humour, resilient and flexible.	E	✓	✓
Creative and imaginative thinker, able to anticipate problems and find solutions.	E	✓	✓
Able to gain respect of students, parents, staff and governors. Has energy, enthusiasm and optimism.	E	✓	✓
Further Requirements:			
An awareness, understanding and commitment to the protection and safeguarding of children and young people.	D	✓	✓
Cares deeply about the success of every child and every member of staff.	E	✓	✓
Committed to continuous personal and school improvement.	E	✓	✓
Have high expectations of self and others and provide a role model for students and staff.	E	✓	✓

Candidates must have a reference from their current Head teacher or equivalent that endorses their excellent achievements, skills and attributes and recommends them for this position without reservation.

The school is committed to the safeguarding and wellbeing of children and young people and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.