



# Maidstone Grammar School for Girls

*Non sibi sed omnibus*

## MAIDSTONE GRAMMAR SCHOOL FOR GIRLS JOB DESCRIPTION

<b>POST TITLE</b>	Attendance Officer
<b>GRADE</b>	Kent Range 5 £19,723-£20,893 per annum pro rata equating to £16,046 per annum
	35 hours per week + 35 negotiated hours 8.30am to 3.30pm Monday to Friday
<b>DATE</b>	September 2021
<b>RESPONSIBLE TO</b>	School Business Manager
<b>REPORTING TO</b>	Office Manager

**Summary of Job:** To act as the school's Attendance Officer.

### **Outline of Main Duties:**

**Attendance Officer** - Complete attendance daily including any first day absence calls. This includes:

- Input attendance data and investigating any missing data, and maintaining accurate attendance records, including Covid related absences and unexplained lesson absences.
- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record student absences and late arrivals on SIMS, maintaining accurate attendance records.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness - including first day calling.
- To monitor the attendance of students referring concerns to the Pastoral Leaders.
- Promote good attendance within the school.
- To process and action student holiday requests.
- To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- To assist the Assistant Headteacher's with the administration of referrals to the education welfare service/issuing of penalty notices.
- To undertake routine liaison with external agencies regarding attendance - eg EWO/Attendance Services.
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance and submit to reporting bodies where appropriate.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Represent MGGS at regular Attendance Officers meetings.
- Liaise with Heads of Study and Assistant Headteachers over attendance concerns.
- Responsible for identifying attendance issues and patterns of absence/late arrivals.
- Contact with parents over all aspects of attendance including written correspondence when required.
- Produce attendance reports for Heads of Study on a weekly basis and other individual reports when requested.
- Liaise with external agencies over persistent absence or other attendance issues.
- Attend meetings with external agencies and parents as required.
- Complete administration task as directed by the line manager.

### **Corporate Responsibilities**

- Be available on an ad hoc basis to take part in school trips, taking responsibility for a group of students.
- Be available to supervise lessons, on an ad hoc basis as directed by the Headteacher.
- Familiarise yourself with and conform to school policies and procedures.
- Undertake any other duties as required, commensurate with the post.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- To fulfil any other tasks reasonably requested by the line manager.

**Staff & Others Line Managed by the Post Holder:**

None.

**PERSON SPECIFICATION  
Attendance Officer**

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this role. Thank you.

	<b>Essential characteristics</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● At least grade B GCSE or equivalent in English and Mathematics</li> <li>● An ability to touch type</li> <li>● Administrative qualifications</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Strong work ethic and capacity for hard work</li> <li>● Ability to relate well to colleagues and students and parents / members of the public</li> <li>● A professional manner</li> <li>● Ability to work well as part of a team</li> <li>● Flexibility in approach to completion of work</li> <li>● Ability to prioritise work under pressure and remain organised</li> <li>● Ability to work under pressure and meet strict deadlines</li> <li>● Generosity of spirit and a sense of humour</li> <li>● Willingness to contribute to extra-curricular activities</li> <li>● Knowledge of and genuine interest in educational issues and how they apply to this school.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal and organisational skills</li> <li>● Knowledge of SIMS (Schools Information Management System)</li> <li>● Attention to detail and a good level of numeracy</li> <li>● Strong ICT skills, including the use of spreadsheets</li> <li>● Knowledge and understanding of school policies and procedures</li> <li>● A knowledge of Google apps</li> <li>● Knowledge and training in First Aid at work.</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>● Willingness to undertake appropriate training and professional development</li> <li>● Experience of office administration</li> <li>● Experience of working in a school</li> <li>● Experience of working with young people.</li> </ul>