

SAINT BENEDICT CATHOLIC VOLUNTARY ACADEMY
JOB DESCRIPTION

ATTENDANCE OFFICER P/T

SALARY: Band 4 SCP 11 - 17
HOURS: 1 day a week (7.4 hours per week)
RESPONSIBLE TO: EWO

Responsibilities:

MAIN PURPOSE OF JOB:

- To ensure that accurate, detailed data exists on school attendance figures
- To be responsible for the administration, organisation and smooth transition of in year school admissions.

Key Tasks

ATTENDANCE:

- Maintain attendance records on the school's attendance system SIMS.
- Pursue teaching staff for period 1 – 5 Registers if not already submitted.
- Enter period 1 and period 5 registers when necessary.
- Running absence alert to parents of absent children – corresponding with parents when necessary.
- Responding to possible truancy situations – checking CCTV etc.
- Liaise with Policy on possible truancy situations.
- Liaise/correspond with parents when and where necessary.
- Abiding by GDPR regulations.

IN YEAR ADMISSIONS:

- Starters and Leavers S2S importing/exporting of student data.
- In Year Admissions – Duties include liaising with the Local Authority, monitoring of numbers and maintaining waiting lists, liaising with prospective parents, Governors' reports, responses and organisation of pre-admission interviews and download information on SAM.

GENERAL:

- Support the teaching and learning in the school in ways designated by the Headteacher or his substitute.
- Work as part of a term putting the school's Mission Statement into practice.
- Any other clerical duties as directed by the Headteacher.
- Make know to Line Manager of any perceived training needs.

I have read this job description and I will undertake the duties outlined, in line with Saint Benedict Catholic Voluntary Academy's policies and procedures.

Signed.....

Date.....