

Job Description

Job Title:	Attendance Assistant
Department/Group:	Administration Team
Hours of Work:	Monday – Friday, 8am – 1pm, Term Time Only
Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Purpose of Post:	
The purpose of the post is to provide critical administrative support within the Pastoral/Attendance team.	
Main Duties: Admin	
<ol style="list-style-type: none"> 1. To represent the school in a highly professional and competent manner. 2. To ensure discretion and confidentiality at all times. 3. To support attendance and pastoral staff. 4. To support the Receptionist with overflow of calls or visitors, and covering at lunchtime. <p>Communication</p> <ol style="list-style-type: none"> 1. To deal with any queries that may arise either in person or on the phone and to provide cover elsewhere in the school. 2. To collect and distribute any notices and other mail via pigeonholes, email, by telephone, or in person throughout the day. 3. To check and respond to school emails throughout the day. 4. To organise and compose general correspondence, reports, complex documents, papers, etc. 5. To check all work produced for spelling, grammar and consistent formatting. <p>Management Information System</p> <ol style="list-style-type: none"> 1. To produce class lists, timetables etc., as and when requested. 	
Main duties: Attendance	
<ol style="list-style-type: none"> 1. To amend registers and other records as necessary, recording absences, offsite activities, holidays, welfare, removal etc. 2. To take phone calls from parents and monitor the attendance inbox. To then register absence accurately and in a timely manner. 3. To carry out a daily gate duty, recording late arrivals between 8.45am – 9.10 am. 4. To contact parents/carers of all students who have an unauthorised absence to establish reason for absence. 5. To inform Heads of Year and parent/carer of any student found truanting. 6. To check for patterns of non-attendance and inform Heads of Year. 7. To record lates via the management information system. 	

8. To maintain an oversight of attendance and punctuality data.
9. To assist in building positive working relationships between the school, families and other stakeholders to maximise student attendance.
10. To assist with tracking attendance in order to identify those students in need of support by reason of their absence.
11. To maintain appropriate records including to compile and maintain persistent absentees' files and facilitate regular reviews to ensure that short and long-term plans are realistic and achievable, and administration is kept up to date.
12. To prepare clear and concise Attendance and Punctuality reports as necessary.
13. To assist with engaging parents/carers directly, often in the context of their own homes, using a variety and a range of skills to enable them to understand and fulfil their legal responsibilities in relation to their children's school attendance.
14. To uphold the policies with the school for anti-discriminatory practice and equality of opportunity.
15. To uphold the school and other department's Health and Safety and Safeguarding (Child Protection) requirements, particularly with regards to agreed codes of practice and safe methods of working.
16. To be part of a team providing support to other areas such as Admissions, Reception or Welfare as necessary.
17. To comply with the school policies and procedures at all times.

Attendance – Daily:

18. To assist with registers and other records making amendments as necessary, recording absences, offsite activities, holidays, welfare, internal exclusion etc.
19. To carry out a daily gate duty, recording late arrivals between 8:50am – 9:20am
20. To email/text parents/carers of all students who have an unexplained absence to establish reason for absence. To make a follow up phone call if no response received.
21. To inform Heads of Year and parent/carer of any student found truanting.
22. To record late to school students via the management information system (SIMS).
23. To check missing registers, particularly for registration and P4 and e-mail teachers to complete.

Attendance – Weekly:

24. To assist in the production of weekly reports of attendance and lateness for Headteacher, DHT Pastoral, Heads of Year and Form Tutors and to record information returned by the tutors.
25. To assist in monitoring and recording attendance of pupils educated off site or on joint roll.

Attendance – Termly:

26. To generate half termly tutor group attendance reports for each tutor.
27. To record phone calls made and letters sent as evidence on a spreadsheet.
28. To help monitor individual and group attendance patterns and trends, taking intervention steps where needed.
29. To help produce accurate reports for the Governing Body on attendance, and information on interventions, outcomes, and trends, interpreting and presenting data for a variety of recipients including the impact of initiatives and interventions.

Attendance – General:	
30. To assist with the preparation of detailed reports for the Headteacher, Deputy Heads, Assistant Head Teachers, Heads of Year, SSH, subject teachers, and any others, as requested.	
Contribution to the whole life of the school:	
<ol style="list-style-type: none"> 1. To attend all necessary meetings. 2. To support the aims and ethos of this school. 3. To adhere to all school policies. 4. To actively participate in appropriate training when required. 5. To engage actively in the performance appraisal process and undertake professional development as agreed. 6. To work co-operatively as a member of a team. 7. To report any stranger on site. 8. To carry out any other duties as reasonably directed by the Headteacher, Assistant Headteacher, Director of Business or Team Leader. 	
Line Management	
All Associate Staff will be line managed by the Head of their Department and managed by the Director of Business.	
Last Updated:	July 11, 2023