**Darwen Aldridge Community Academy**

**Job Description**

**Post: Attendance Co-ordinator (Maternity Cover)**

**Required as soon as possible and until July 2018**

**Grade:** Equivalent to APTC Scale 5 – Scale Points 22 - 25: £20,456 - £22,434 p.a. (£18,020 - £19,763 p.a. pro-rata)

**Hours:** 37 hours per week, term-time plus two weeks

**Closing Date:** Noon on 27th September (with interviews to be held on 2nd October)

**The Purpose of the Job:**

To assist in the implementation of the Academy Attendance Policy and the day-to-day operation of the electronic registration system

# Relationships

The post-holder will be responsible to the StudentServices Team Leader and through her/him to the Assistant Principal (Finance and Business Management) and the Principal. The post-holder will be required to work closely with the Education Welfare Officer and pastoral staff throughout the Academy.

**General**

There is an expectation that the post-holder will support the ethos of the Academy, and will work towards the Academy’s aims as expressed in the Academy Improvement Plan and other relevant documentation.

# Specific Responsibilities

1. Daily monitoring of attendance data entered on the electronic registration system.
2. Taking messages from parents in relation to sickness or other absences and entering the relevant information onto the electronic registration system.
3. Chasing up cases of uncompleted registers.
4. Entering marks from paper registers when required.
5. Liaising with staff and parents in relation to student short-term absences.
6. Producing letters to parents in relation to student absences.
7. Processing and responding to requests for student holidays and other absences during term time.
8. Recording and monitoring late arrivals at school, identifying trends, producing reports and liaising with pastoral and welfare staff as appropriate.
9. Liaising with the Student Services Assistant to ensure accurate recording of students on educational visits.
10. Making telephone calls to parents to establish reasons for absence.
11. Identifying cases of unauthorised absence from the Academy and liaising with the Education Welfare Officer and/or other pastoral and welfare staff to follow these up.
12. Producing, analysing and presenting reports on attendance for a variety of audiences, identifying patterns of absence and making recommendations.
13. Producing posters, attendance certificates and other documentation as required.
14. Attending relevant meetings relating to attendance matters.
15. Compiling figures and submitting returns for internal and external publication.
16. Working with the Director of Sixth Form to support administration of the Education Maintenance Allowance.
17. Filing, photocopying and other administrative tasks as necessary.
18. Attending parents evenings after school throughout the year.

**Other**

**18.** In the case of staff absence, to assist with other administrative duties throughout the Academy.

**19.** To undertakeany other appropriate duties as required by line management or senior staff.

# Training

The post holder will be expected to undertake professional development as appropriate to the post and in the context of personal development.

**Other Requirements**

From time to time, the post holder will be required to vary their working hours to fit in with the Academy calendar. This will be directed by the Principal. Advance notice will be provided.

**Darwen Aldridge Community Academy**

**Person Specification**

**Post: Attendance Co-ordinator**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **Knowledge and Skills** | Educated to A Level or Degree standard |
| Excellent verbal and written communication skills  Experience of attendance administration and electronic attendance management systems (SIMS) | Experience of working in a similar role in an education environment |
| Strong administrative, organisational and clerical skills |  |
| Ability to manage own time and workload effectively in a busy environment |  |
| Literate and numerate |  |
| Ability to interpret and analyse data, identifying trends and patterns. |  |
| Ability to present information in a clear way to a range of audiences. |  |
| Excellent ICT skills, including Microsoft Office applications |  |
| **Qualifications and Experience** |  |
| Educated to at least Level 2 (GCSE or equivalent) including English and Mathematics. |  |
|  |  |
| **Personal Qualities** |  |
| A commitment to the ethos of Darwen Aldridge Community Academy |  |
| Obvious enthusiasm and energy |  |
| An excellent health and attendance record over the last two years. |  |