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| **Highworth Warneford School**  **Job Description** | | |
| Job Title: Attendance Officer/Data Support | **Grade/ Level:**  Scale L | **Date Updated:**  September 2021 |
| **Role reports to:** Associate Assistant Head/Data Manager | | |
| **Job Purpose**  To work with the senior and middle leaders to help monitor, promote and maintain high levels of attendance across the school.  To monitor student attendance and initiate appropriate action as required. | | |
| **Key Accountabilities**  **Main Duties:**   1. Support school staff in the administration of the Attendance Policy:  * Check student am/pm attendance on a daily basis and flag up any issues to pastoral staff * Telephone parents of absent students who have been highlighted by the pastoral team * Coordinate the collation of reasons for absence – email and telephone systems * Liaise with the school’s Education Welfare Officer and external agencies * Attends meetings with Heads of House/Education Welfare Officer regarding pupils’ attendance * Input/amend attendance data * Deal with enquiries from parents * Complete any forms/paperwork in connection with attendance * Produce attendance letters/reports/analyses for the pastoral team as requested  1. Support the Data Team: inputting, creating, manipulating and analysing data using a variety of systems for example: SIMS; Excel and Class Charts. Training will be provided. 2. Assist with the preparation of all student reports. This will include the production of reports and checking content to ensure they are grammatically accurate. Ensuring staff keep to deadlines and that all correct data has been entered. 3. Carry out general administration duties as needed: filing, typing etc.   **Other Duties:**  The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. | | |

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| **Knowledge and Experience:**  General clerical/administrative work  Good numeracy/literacy skills  Ability to work on own initiative  Good communication skills and be able to work with others  Understanding of data protection issues  Desirable - knowledge of school IT systems e.g. SIMS; Excel and Class Charts – otherwise training will be provided. |
| **Decision Making:**  Organise own workload to meet business needs |
| **Contacts and Relationships:**  Heads of House, Headteacher and Senior Leaders; Data Manager; Data Team; Pastoral Support Workers; Staff; Students; Parents |
| **Creativity and Innovation:**  Contributes to decision making within the attendance, data and reporting function of the school |
| **Emotional Demands:**  Dealing with students and parents who may sometimes make emotional demands |
| In accordance with the provisions of the Data Protection Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School’s written procedures. |