

JOB DESCRIPTION ATTENDANCE OFFICER

POST HOLDER

DEPARTMENT Bournville

RESPONSIBLE TO Assistant Head of Academy

LINE MANAGEMENT OF N/A

SALARY FTE Salary FMAT – SC5

WORKING PATTERN 37 hours per week (no TOIL)
 Monday to Friday 08:00 until 16:00
 Half hour early finish on one day, as agreed with the line manager

Holiday Entitlement Term Time plus 5 days (A paid entitlement of 25 days' annual leave and 8 statutory holidays)

JOB PURPOSE

To fully coordinate the attendance policy and procedures for the entire school (primary and secondary) including 'RS Connected' as outlined below.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

1. Log daily voicemail messages and enter onto electronic register system.
2. Notify Tutors/Pastoral Staff of any 'delicate' information derived from these calls either by e-mail or telephone.
3. Input late marks and ensure all staff are inputting registers promptly onto electronic registers.
4. Liaise with staff covering Isolation Room, School Nurse, etc. and enter relevant attendance code, if they are not in their normal classes.
5. Enter cover staff registers and registers for staff that have been unable to log onto the electronic registering system.
6. Print off fire registers as early as possible, date stamp and file in appropriate place.
7. Administer 'RS Connected' system as early as possible and deal with all queries that derive from it.
8. Contact parents when students are found to be truanting and liaise with Student Support Officers/Head of House and Assistant Head to initialise next step for reprimand.

9. Send out letters when required regarding poor attendance and punctuality after consulting with Student Support Officers/Head of House and Assistant Head.
10. Process holiday applications and decide course of action to approve leave or not, refer more complex decisions to Assistant Head.
11. Pre-code registers with marks for students attending college, work placements, trips, holidays, etc.
12. Attend weekly meeting with Education Welfare Officer to review active case referral, and do home visits on occasions as needed.
13. Administer the Spotlight process.
14. Liaise with safeguarding staff/pastoral staff.
15. Authorise 'Applications to Employ a Child' by checking current and past attendance history and keep up-to-date records of these applications.
16. Process absences for sporting/musical events and notify parents of decision by telephone or letter and code registers accordingly.
17. Daily communication with staff at all levels and parents on aspects related to attendance and punctuality either by telephone, email or letter and keeping up-to-date record of actions as appropriate.
18. Analyse attendance statistics for information for Senior Leadership Group, Student Support Officers/Head of House, Education Welfare Service.
19. Prepare 'Attendance Data Pack' on a termly basis and provide any attendance reports upon request.
20. Produce and prepare certificates for good attendance at the end of each term and academic year.
21. With Senior Leadership Group, set targets and plans for attendance and evaluate them.
22. Attend weekly meetings with Student Support Officers/Head of House to discuss attendance concerns and safeguarding concerns arising from attendance.
23. Regularly deal with parents either face-to-face or on the telephone with empathy and professionalism on all attendance matters.
24. Strive to continue to improve current systems in place by forging good relationships with Attendance Officers at other local schools.
25. Working with the Safeguarding Officer, Student Progress Leaders /Student Support Officers and Assistant Head Teacher identify students at risk of Persistent Absence, to assist in investigating potential safeguarding issues and support families to improve student attendance.
26. Arrange bus passes for students who require them.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.

9. Engage actively in the performance review process.
 10. Perform any other such duties as the Head of Academy may from time to time determine.
-

NAME: _____

SIGNED: _____

DATED: _____

ATTENDANCE OFFICER

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* -C or equivalent in English and Maths	✓	
NVQ Level 3 or equivalent	✓	
Good literacy and numeracy skills	✓	
Good knowledge of IT systems and fully proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Relevant experience in an administrative role	✓	
Experience of working in similar roles that have included attendance	✓	
Good problem-solving skills	✓	
Degree or equivalent qualification		✓
Previous experience of working in a school		✓
Experience of using SIMS		✓
Personal qualities and attitudes	Essential	Desirable
Pleasant and confident telephone manner	✓	

Excellent administrative skills	✓	
Proven ability to work to deadlines, prioritise and deal with conflicting demands	✓	
A positive and proactive approach to problem solving	✓	
Ability to relate to teachers, other professionals, parents and pupils	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to maintain strict confidentiality of information received and processed	✓	
Ability to work with considerable accuracy and attention to detail	✓	
Ability to analyse, interpret and manipulate data	✓	
Ability to present information/data in a confident, accurate manner, fit for a specific context, circumstances and a variety of audiences	✓	
Outstanding verbal, listening literacy and written communication skills	✓	
Ability to follow set procedures	✓	
Ability to write accurate letters and reports	✓	
Self-motivated with the ability to work autonomously with minimum supervision, or as part of a team if necessary	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	
Ability to drive to be able to undertake home visits	✓	