

JOB DESCRIPTION

Job Title:	Absence and Attendance Coordinator
Department:	Principal
Reports to:	Principal
Summary:	The Absence and Attendance Coordinator at Amity International School Amsterdam is responsible for overseeing the processes and communication flows in relation to the monitoring and reporting of students' attendance. The position requires collaborating with the wider educational leadership team, teaching staff, the local Dutch authorities and our wider family community.
Values:	The ideal values for the Absence and Attendance Coordinator at Amity International School Amsterdam include a dedication to education, a student-orientated focus, integrity, respect, cultural sensitivity, professionalism, collaboration, accountability, a commitment to continuous learning, service orientation, and adaptability.
Duties & responsibilities: <i>*but not limited to</i>	<ul style="list-style-type: none"> • Attendance Monitoring <ul style="list-style-type: none"> ○ Monitor and accurately record student attendance on a daily basis using the school's Information Management Systems. ○ Identify patterns of absenteeism and communicate with parents, guardians, and school staff when necessary. ○ Report matters of student attendance to the appropriate members of staff. • Leave Management <ul style="list-style-type: none"> ○ Receive and process leave requests from students or their guardians, ensuring they comply with school policies. ○ Maintain records of (un)authorised student leave. ○ Coordinate with teachers and communicate with parents in response to temporary student leave requests. • Reception Duties <ul style="list-style-type: none"> ○ Greet and assist students, parents, and visitors in a friendly and professional manner. ○ Manage incoming phone calls, emails, and inquiries. • Communication with DUO <ul style="list-style-type: none"> ○ Act as the primary liaison with DUO (Dienst Uitvoering Onderwijs) in the Netherlands for

	<p>matters related to student attendance and educational regulations.</p> <ul style="list-style-type: none"> ○ Ensure compliance with DUO's reporting and documentation requirements. ○ Collaborate with DUO officials and provide necessary information as required. <ul style="list-style-type: none"> ● Compliance and Policy Adherence <ul style="list-style-type: none"> ○ Ensure that attendance and leave policies are consistently applied in accordance with the school's guidelines and Dutch educational regulations. ○ Stay informed about relevant educational laws and regulations to maintain compliance. ○ Address and resolve attendance and leave policy violations as required. ● Reporting and Documentation <ul style="list-style-type: none"> ○ Generate student attendance and leave reports for the school's leadership team, teachers, and DUO as necessary. ○ Maintain accurate records and documentation related to student attendance and leave. ○ Collaborate with school administration on data collection for reporting purposes. ● Communication and Support <ul style="list-style-type: none"> ○ Communicate with parents, guardians, and students regarding attendance and leave-related matters. ○ Provide guidance and support to students, parents, and teachers on attendance and leave policies. ○ Collaborate with the school's educational leadership team to ensure efficient communication and coordination. ● Process Improvement <ul style="list-style-type: none"> ○ Identify opportunities to streamline and improve student attendance and leave management processes. ○ Implement best practices to enhance efficiency and accuracy.
<p>Requirements: <i>*The ideal candidate for this role will have the following personal skills, experience, and qualifications</i></p>	<p>Personal Skills:</p> <ul style="list-style-type: none"> ● Effective Communicator in both English and Dutch. ● Interpersonal Relationship Building ● Organizational Proficiency ● Time Management ● Problem Solving ● Confidentiality

	<ul style="list-style-type: none"> • Adaptability • Cultural Sensitivity • Attention to Detail • Customer Service Excellence • Team Collaboration • Tech Proficiency <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Experience in an educational institution, preferably in a role related to student attendance or administration. • Proficiency in using relevant school management software and systems • Knowledge of Dutch educational laws and regulations, particularly in relation to DUO preferred. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Bachelor's degree preferred, but not mandatory.
Confidentiality:	<p>To discuss any concerns and issues with school management. To be mindful of what information you send out on social media regarding the school, management and school policies and procedures. To understand that staff and children's data and information is confidential and not to be discussed outside of school. Your contract can be terminated should you breach this confidentiality clause.</p>

Note:

The job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.