

Job title:	ATTENDANCE OFFICER
Grade:	Grade 8 (Scale point 12 to 20)
Reports to:	Assistant Headteacher/Headteacher

Main job purpose

To be responsible for the monitoring and improvement of attendance and punctuality of all students in years 9, 10 and 11.

The Attendance Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

To act as a first point of contact for students and parents over attendance reporting. Supporting our school commitment to ensuring attendance rises above the national expectation.

Main responsibilities and duties

1. To follow the Attendance policy and send out letters as required.
2. To maintain and communicate an accurate system for students signing in/out of school.
3. To assist and check records prior to the census to ensure school attendance is accurate and up to date.
4. To produce and interpret information relating to attendance patterns.
5. To provide updates for staff on student attendance.
6. To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department.
7. To make timely contact with the parents of students identified as vulnerable, daily and escalate concerns
8. To assist with the identification of students who will receive support in improving their attendance record.
9. To work with parents/carers and other agencies in improving their child’s attendance record and coordinating parental support where appropriate.
10. To work with groups of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
11. To work with pastoral staff, meeting regularly to discuss attendance and individual student plans.
12. To produce termly reports for ILT and copy to the relevant Senior leader.
13. Administer the fixed term penalty notices in order to improve attendance.
14. To conduct home visits as and when necessary.
15. To attend parents’ evenings and meet with parents regarding attendance issues.

16. Work with feeder schools to identify attendance concerns prior to student transfer to Upper School.
17. Ensure the school keeps abreast of the latest strategies and legislation to improve/maintain attendance.
18. To work alongside relevant staff, teachers, senior management, Inclusion team and careers advisors to exchange information and determine appropriate levels of intervention.
19. To oversee the management of and new intake attendance information.
20. To support the Senior Leadership Team through:
 - a) Reinforcing high expectations and targets for attendance
 - b) Support in referrals relevant to the suitable provision for students with specific needs
 - c) Supporting tutors through contact with parents on their behalf if appropriate
 - d) Receiving calls and ensuring a speedy response to parental attendance enquiries
21. To implement and support the development of effective strategies to improve attendance, punctuality, behaviour and academic success by:
 - a) Acting upon information from staff and parents to develop a pro-active response to absence
 - b) Liaising with the County Attendance Officer, attending relevant meetings, advising Line Manager and tracking individual progress
 - c) Working with other colleagues
 - d) Offering individual student support
 - e) Ensuring appropriate record-keeping and strategic analysis
22. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
23. Any other reasonable tasks as required from time to time at the discretion of the Headteacher.

The above lists are not exhaustive and other duties as required may be added to the job description

Supervision and management

The post holder will often be required to work without direct supervision but seek guidance where necessary. Supervision will be present where necessary.

Decision making

There is a need to establish the importance and urgency of contacts made.

Works to deadlines; to prioritise own workload and allocation of information to different parties.

Confidentiality and security of information is an important aspect of this post.

Problem solving and creativity

Frequently deals with non-routine queries and forwarding the matter to appropriate staff where necessary.

Key contacts and relationships

Daily contact by telephone/face to face with Headteacher/Staff/Students/Parents and other visitors to the school.

Resources

The majority of desk-based activities will be transacted electronically, so frequent use of keyboard and screens.

Working environment

Working in a busy Office with frequent use of IT equipment.
The post is subject to constant interruptions.
Occasionally processing larger loads of administration.

Progression in Post (if applicable)

CPD is available as part of the role

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Cheri Draga HR Manager QE School
Date:	May 2024

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification) 	NVQ 2/3 or equivalent in Administration	Application Form References
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working in an office administration environment Experience of following procedures and processes 	<ul style="list-style-type: none"> Experience of working in an educational environment Previous experience in a similar role Experience of using SIMS data management system 	Application Form Interview References
Skills	<ul style="list-style-type: none"> Effective administrative and organisational skills Strong communication and interpersonal skills A Methodical approach with good attention to detail Excellent numeracy and literacy skills Ability to multi-task to meet deadlines Evidence of effective time management Ability to maintain confidentiality and security of information Fluency in English for all student and public-facing roles. An Attendance Officer is required to speak fluently in order to communicate effectively with students/parents/carers 	Demonstrable ICT skills with the capacity to learn school systems	Application Form Interview References Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad
Personal Qualities	<ul style="list-style-type: none"> Approachable and friendly with a willingness to help Flexible and adaptable Ability to stay focussed and on task Show a commitment to our students', their learning, wellbeing and safety 		Interview References
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community 		References Interview
Safeguarding	<ul style="list-style-type: none"> Good knowledge of relevant Safeguarding procedures Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	Good awareness of potential Safeguarding issues	Interview