



## JOB DESCRIPTION

POST TITLE: Attendance Officer

GRADE: Grade 7

ACCOUNTABLE TO: Business Manager/Headteacher

### PURPOSE OF THE JOB

To monitor and promote good student attendance levels throughout the school and provide administration support where required.

### KEY ACCOUNTABILITIES

To take the lead in Attendance throughout the school ensuring the following:-

- To follow the school's procedures for monitoring and recording absence/lateness and to contact parents to ascertain reasons for absence;
- To ensure that detailed and accurate attendance and absence records are kept, including attendance coding and that weekly reports for teaching staff/School Management Team are produced as required;
- To process Leave of Absence applications and associated correspondence in accordance with the school's policy and guidelines;
- To compile evidence for applications to the Local Authority for Fixed Penalty Warning Letters;
- To meet regularly with SLT to discuss attendance concerns within each class and with the Education Welfare Officer to discuss students with unacceptable attendance levels;
- To take the lead in termly LA attendance meetings with SLT;
- To liaise with parents, Education Welfare, school nurse and other agencies as required to investigate attendance concerns and to improve attendance rates;
- To collate and prepare attendance reports and data for a variety of purposes as required, including information and statistics required by the Local Authority or central Government;
- To review the Attendance Policy and compile the Attendance Action Plan providing termly updates to SLT;

- Make an active contribution to the school's strategies for improving and rewarding good attendance;
- To provide the headteacher timely attendance reports for governor meetings;
- To meet with families regarding attendance;
- To liaise with school EWO and conduct home visits as necessary;
- To manage the end of year process in BROMCOM for pupils moving through the school and setting up new school year for the next academic year;
- To oversee the admissions for Year R and 3;
- To manage the exclusions and fixed penalty notices, including the maintenance of relevant related records;

To ensure general administration tasks are completed as follows:-

- To ensure Bikeability runs on an annual basis;
- To support the Business Manager with Pupil Risk Assessments;
- To oversee the administration for school photographs, school leaver purchases;
- Ensure that trust policies and procedures are implemented and followed;
- Managing the school's office, secretarial and administrative functions, assisting as required;
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals;
- Assist in the collation and preparation of statistics, management information and reports, as required by the headteacher, the governors, the local authority (LA), and the DfE;
- Assist in the setting up of archive files and historical data;
- Undertake responsibility for all necessary administration relating to areas within their remit;
- Ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required;
- Process, input, extract and analyse information from the school's system(s);
- Assist with First Aid as and when required;
- Ensure compliance with data protection regulations;
- Answer incoming calls, dealing with requests and enquiries and taking messages as required;
- Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation;
- Keep up-to-date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues as appropriate. Attend any necessary training if required;
- Seek, consider, and act upon professional support and advice as required

### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

### **OTHER DUTIES**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.