

## Ormiston Maritime Academy

<b>Post:</b>	<b>Attendance Officer</b>
Location:	Ormiston Maritime Academy based
Salary:	OAT Grade 4 Spine Point 11-14 £28,142-£29,540 FTE Actual (£24,272.48- £25,478.85)
Status:	Permanent
Hours:	Full Time
Responsible to:	Assistant Principal

### Responsible for:

To improve student attendance and punctuality across the school, with a specific focus on reducing persistent absence and supporting families to overcome barriers to regular attendance. This is a busy, high-demand role therefore the postholder must be able to manage competing priorities, work efficiently under pressure and maintain high standards of accuracy and professionalism.

## Main duties and responsibilities

### Attendance Monitoring & Reporting

- Monitor daily student attendance, punctuality and absence, ensuring registers are completed accurately and promptly.
- Conduct first-day calling for all unexplained absences and follow up until a reason is obtained.
- Lead on tracking persistently absent students (90% and below) and those at risk of falling into PA.
- Produce daily, weekly and termly attendance reports for senior leaders, progress leaders and pastoral teams.
- Analyse attendance trends and patterns to identify concerns early.

### Intervention & Casework

- Work with students and families to address barriers to attendance, conducting home visits where required.
- Arrange and lead attendance meetings with parents/carers (e.g., Attendance Panels, Parenting Contracts).
- Support the implementation of attendance improvement plans and monitor progress.

- Work with pastoral, safeguarding and SEND teams to coordinate support for vulnerable students.
- Prepare evidence for Attendance Enforcement processes, including penalty notices, EHA referrals and legal proceedings.

### Communication & Relationships

- Build positive, professional relationships with parents/carers, external agencies and local authority attendance teams.
- Provide clear, assertive communication around attendance expectation and legislation.
- Work closely with tutors, Heads of Year and safeguarding staff to ensure timely interventions.

### Systems, Data & Administration

- Maintain accurate attendance records using Arbor.
- Ensure compliance with statutory attendance regulations, school policy and DfE guidance.
- Provide administrative support for attendance-related matters, including letters, reports and data returns.
- Support whole-school attendance initiatives and promotional activities to celebrate good attendance.

### Home Visits & Safeguarding

- Carry out home visits (with appropriate safety protocols) for welfare checks, persistent absences or safeguarding concerns.
- Record all visits accurately and escalate concerns appropriately.
- Maintain strong safeguarding awareness, reporting concerns immediately in line with school policies.
- Ensure attendance monitoring contributes to safeguarding processes including CME alerts.

### General Responsibilities

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired while undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Postholders may be required to work flexibly to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to be promoted and actively support the Academy's responsibilities towards safeguarding.

- The Trust expects employees to deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives

## DBS

- An enhanced disclosure and barring check will be a requirement of the post.

## Job Title - Person Specification

Qualifications	Essential E/ Desirable D
GCSEs (or equivalent) in English and Maths at Grade C/4 or above	E
Training in behaviour or pastoral support	D
Professional qualification in attendance, education welfare or family support	D
Level 2 or 3 qualification in Business Administration	
Experience	Essential E/ Desirable D
Experience working in attendance, education welfare or a school administrative role	E
Experience of working in a fast-paced environment with conflicting priorities	E
Experience using school MIS systems	E
Full driving licence and access to transport for home visits	E
Experience of working with external agencies (e.	D
Experience using Microsoft Office	
Knowledge & Skills	Essential E/ Desirable D
Strong understanding of DfE guidance on attendance and pupil registration	E
Knowledge of safeguarding principles, KCSIE and Children Missing Education (CME) protocols	E
Understanding of barriers affecting attendance and strategies to overcome them	E
Excellent communication skills with the ability to challenge and support families assertively	
Ability to remain calm, professional and resilient when deadline with difficult or sensitive situations	
Strong data analysis and reporting skills	
High attention to detail and accuracy	
Ability to build positive relationships with students, parents and colleagues.	

Personal Attributes	Essential E/ Desirable D
Commitment to the values and ethos of Ormiston Maritime Academy	E

Positive mindset and passion for overcoming barriers to learning	E
Flexible, proactive and enthusiastic approach to work	E
Reliable, punctual and professional	E
<b>Additional Requirements</b>	Essential E/ Desirable D
Willingness to undertake relevant training (e.g. Safeguarding, First Aid, Trauma- Informed Practice)	E
Commitment to maintaining confidentiality and high standards of Health and Safety	E
Enhanced DBS clearance and satisfactory employment checks	E