

## **JOB DESCRIPTION**

<b>Title:</b>	<b>Attendance Officer</b>
<b>Grade and Salary:</b>	LS Grade 6 points 9-10 First Aid Allowance (once qualification is in place)
<b>Contract:</b>	Permanent, full-time (37 hr x 38 wk / 0.83 FTE) under Local Government Terms and Conditions
<b>Working Hours:</b>	08:00 am - 4:00 pm
<b>Responsible To:</b>	Assistant Headteacher
<b>Job Purpose:</b>	To be the school's main contact on matters relating to school attendance. Provide administrative support as required. To contribute to the safeguarding and protection of all students.

### **Appropriate Tasks**

- To assist in delivering pastoral and attendance support to pupils by recording, monitoring and analysing attendance records in line with DfE guidance.
- Ensure pupils, parents and carers understand that regular attendance and educational attainment are linked.
- Ensure contact is made with all parents/carers on each day of absence.
- Communication with parents including meetings where appropriate
- Record and file all paperwork related to attendance
- Liaise with Alternative Providers every day to ensure accurate registers are kept for those students attending Alternative Provision.
- Complete referrals to the Education Welfare Officer and attend meetings as required.
- Provide accurate reports relating to attendance, persistent absence and punctuality as required.
- Complete all referrals to the inclusion team and PME report
- Liaise with other members of the pastoral team regarding attendance concerns.
- To administer the school's attendance rewards and incentives system.
- To organise, attend and participate in regular meetings and act as minute taker where required
- To support the school's oncall and missing student protocols.
- Student meetings and support plans
- Maintain student files and lead on the archiving process.
- Support student welfare and administer First Aid as appropriate.
- Complete online accident reports

### **General Duties and Responsibilities**

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school and to undertake safeguarding training at least every two years.
- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff To contribute to the general organisation of the School
- To work flexibly and respond to School needs as requested by members of Senior Leadership Team or the designated representative



## PERSON SPECIFICATION

### Attendance Officer

*The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- GCSE Grade 4 (or equivalent) or above in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>- further study</li> <li>- First Aid trained</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- knowledge of school based systems</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>- experience working in an office environment</li> </ul>	<ul style="list-style-type: none"> <li>- experience using SIMS</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>- an ability to defuse situations and handle crises</li> <li>- an understanding of the part students can play in the achievement of others</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- an understanding of the spiritual, moral, social and cultural aspects of others</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>- an ability to relate well to young people and adults</li> <li>-</li> </ul>	
<b>Management</b>	<ul style="list-style-type: none"> <li>- ability to plan and prioritise own work within established routines, referring only complex issues to Manager</li> </ul>	
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>- good personal organization</li> <li>- self motivation</li> <li>- an ability to cope with reasonable pressure</li> <li>- an ability to meet deadlines</li> <li>- an ability to use initiative</li> </ul>	<ul style="list-style-type: none"> <li>- interests out of school</li> </ul>