

## Job Description

**Post Title:** Attendance Officer – Part Time, Term Time Only

**Responsible to:** Deputy Headteacher - Pastoral

**Salary:** L3

**Hours:** 15 hours per week / 7.30am – 10.30am

**Latest Review Date:** February 2026

1. This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.
2. Subject to the above, the description of your post is as follows:

The attendance officer's main purpose is to have oversight, monitor and report on all matters and areas of whole-school attendance & punctuality, analysing data to identify key areas of concern and taking the appropriate action and steps to help improve school attendance of students. To work closely with students, staff, parents / carers and external professionals / partners to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

### Principal Responsibilities

#### Duties and responsibilities Administration

- Embed the new statutory attendance and punctuality guidance into everyday practice
- To provide accurate data and information to mainstream schools to ensure they are well informed during safeguarding monitoring visits
- To work with external agencies to support engagement and outcomes for students.
- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- From 7.30am onwards ensure absences are downloaded from relevant areas and recorded accurately
- To update relevant staff of student absences
- To keep accurate records of home visits, parental meetings and any other such appropriate attendance/safeguarding matters
- To keep accurate records of communication between school and parents/carers
- To provide accurate attendance related data for whole school / sub-groups / vulnerable groups
- To complete relevant and keep accurate records of paperwork / referrals for the LA and other attendance related agencies / professionals
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Support the process of issuing penalty notices to parents

- To be the first port of call in responding to parental communication with the school related to attendance matters
- Build and refresh knowledge of the school's MIS and other relevant systems

### **Monitoring and reporting**

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Produce and interpret attendance data for the purposes of rewarding and recognising students / student groups with excellent / improving attendance.
- Track attendance of vulnerable groups of students and share information with school leaders
- Identify students that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual students
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at- risk pupils
- To identify trends in attendance and to communicate this with the Deputy Headteacher - Pastoral

### **Working with parents/carers**

- Organise meetings with students and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils
- Attend whole school events (such as Parents' Evening) and arrange to meet with parents of those students where attendance and punctuality is a concern
- Work with the Year Teams to have oversight of attendance of year groups
- Work alongside the Deputy Headteacher and other relevant staff to design / create interventions to further improve attendance and punctuality

### **Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Other areas of responsibility: Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent, Working Together to Improve School Attendance) and the school's safeguarding policies
- To comply with Keeping Children Safe in Education and associated safeguarding policy and practices of the school to ensure the safety and well-being of all our students
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary and attending meetings where necessary
- Promote the safeguarding of all students in the school

## Person specification for the role of Attendance Officer

Please note that the information below, along with the relevant Job Description, acts as the selection criteria and should be used as guidance when completing your application for the post.

Key:

Essential - without evidence of which the candidate would be declined

Desirable - useful for the role but not essential, may be used when making decision between two otherwise Equally appointable candidates.

| Qualifications and Training   | Essential | Desirable | How evidenced |
|---|-----------|-----------|---------------|
| Level 2 qualification in Communication/Literacy/English   | ✓         |           | A             |
| Level 2 qualification in Numeracy/Maths   | ✓         |           | A             |
| Evidence of directly relevant training and development activities/updating  |           | ✓         | A             |
| Experience  | Essential | Desirable | How evidenced |
| Experience using electronic systems to manage and store information.  | ✓         |           | A1            |
| Experience of working with a wide range of agencies   | ✓         |           | A1            |
| Experience of working in education  | ✓         |           | A1            |
| Experience of using CPOMS system  |           | ✓         | A1            |
| Knowledge/Skills  | Essential | Desirable | How evidenced |
| Excellent communication skills  | ✓         |           | A1            |
| Excellent IT skills   | ✓         |           | A1            |
| Ability to take minutes and meeting notes   | ✓         |           | A1            |
| Knowledge of disabilities/medical conditions/sensory support needs  |           | ✓         | A1            |
| Ability to develop positive, collaborative working relationships with school staff, students, parents/carers, and external partners | ✓         |           | A1            |
| Knowledge of safeguarding legislation and personal responsibilities   |           | ✓         | A1            |
| Ability to co-ordinate and organise data and information in a timely and logical fashion  | ✓         |           | A1            |
| Willingness to adopt new working practices and adapt to change  | ✓         |           | A1            |
| Ability to work under pressure and meet tight deadlines   | ✓         |           | A1            |
| Ability to demonstrate an understanding of safeguarding and equality, and their importance relevant to the role                     | ✓         |           | A1            |
| Personal related skills   | Essential | Desirable | How evidenced |
| Participate in development and training opportunities   | ✓         |           | A             |
| Commitment to uphold the school's Equalities Policy, Safeguarding and Child Protection Policy                                       | ✓         |           | A1            |
| Possession of a driver's licence, ownership of car and willingness to use the car for home visits                                   | ✓         |           | A             |

## **Person specification continued**

- Prioritise and manage time effectively, ensuring continued professional development in line with the role.
- Update professional knowledge and expertise as appropriate to keep up to date with developments in the area
- To play a full part in the life of the school community, to support its mission, values and ethos and to encourage staff and students to follow this example
- To actively promote school policies, procedures and professionalism
- Any other reasonable duty deemed necessary by the Headteacher

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Final job duties to be confirmed after the interview and depending on successful candidate's skills and strengths.