



# PARKSIDE COMMUNITY PRIMARY SCHOOL

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Headteacher : Mrs Emma May-Finnegan

## **Job description: Attendance Officer / Administrator**

Parkside Community Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Job details**

**Salary:** H4.6 - H4.9 (pro rata) depending on experience

**Hours:** 8:15am – 3:15pm Monday to Friday with a half hour lunch break (35 hours per week)

**Contract type:** Part time Term Time Only plus INSET Days

**Reporting to:** Headteacher

**Responsible for:** Attendance and other administrative duties

### **Main purpose**

#### **Attendance Officer**

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

#### **Administrator**

The administrative officer is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

## **Attendance Officer - duties and responsibilities**

### **Administration**

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- 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
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions



- Build and refresh knowledge of Arbor and other relevant systems
- Meet regularly with the school's Parental and Pastoral lead to discuss strategies and action plans to address and review

### **Monitoring and reporting**

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- 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

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

- Coordinate meetings with pupils 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

### **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

### **Administrator - duties and responsibilities**

- Update manual and computerised record/information systems
- Update and maintain the school calendar

- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents / carers
- Organise and book school trips
- Monitor parent/carers payments on Arbor
- Send communications to parents/carers
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Complete weekly reports for the headteacher and to issue class certificates for weekly assemblies
- Support with any other administration task as and when directed by the Headteacher

### **Other areas of responsibility**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- 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
- Promote the safeguarding of all pupils in the school

### **Person specification**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>● GCSE or equivalent level, including at least a Grade C in English and Maths</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience working in a school environment or other educational setting</li> <li>● Experience identifying interventions to raise attendance of pupils</li> <li>● Experience working directly with pupils and parents</li> <li>● Experience working collaboratively with colleagues</li> <li>● Experience analysing data and producing reports and identifying key insights</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>● Good listening skills</li> <li>● Effective written and verbal communication skills</li> <li>● Knowledge of the possible interventions to raise attendance</li> <li>● Knowledge of the potential barriers to high attendance that pupils may face</li> <li>● Ability to tailor interventions to individual pupils</li> <li>● Ability to use IT systems and to conduct analysis and produce reports</li> <li>● Good knowledge of Excel</li> <li>● Ability to create good relationships with pupils, staff and parents</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Willingness to provide the best possible opportunities for all pupils</li> <li>● Organised, proactive and self-motivated</li> <li>● Good time management skills</li> <li>● Commitment to upholding and promoting the ethos and values of the school</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Ability to maintain confidentiality at all times</li> <li>● Committed to safeguarding, equality, diversity and inclusion</li> </ul>