

GOSFORD HILL SCHOOL



Post Title:	Attendance Officer
Accountable to:	Deputy Headteacher
Line Managed by:	Deputy Headteacher
Start Date:	March 2026
Hours:	37 hrs/wk. 38 weeks Mon – Tue 07:30 – 4:00 pm Wed – Thurs 07:30 – 3:30 pm Friday 07:30 – 2:00 pm Including unpaid lunch break Monday – Friday
Salary:	Grade 6

JOB PURPOSE

- Supporting the school to meet the statutory requirement of taking accurate registration and lesson registers
- Providing and analysing attendance and punctuality data for key staff in school and for the OCC attendance team (when appropriate) as requested by Pastoral Leads and the Deputy Headteacher

OBJECTIVES

To be accountable for:

- Maintaining accurate student attendance records and act as a liaison between Pastoral Leads, Tutors and parents in all matters related to attendance for all students (Years 7 to 13).
- Safeguarding students by contacting the parents/carers of students missing without authorisation

MAIN DUTIES

- Produce, distribute and supervise the collection of registers
- Issue fixed penalty notices and prepare papers for subsequent legal action.
- Collection and analysis of accurate data
- Monitor lates and unexplained absences
- Monitor missing marks and take appropriate action with support from Pastoral Leads, Subject Leaders and Deputy Headteacher
- Liaise with parents by telephone and/or letter over absences
- Keep Tutors, Pastoral Leads and Pastoral Assistants informed of absences
- Send letters to parents/carers of students with broken weeks' attendance, overall attendance causing concern in line with school procedures
- Direct relevant staff when actions are needed for a student with low attendance
- Maintain records on the system and produce lists and statistics as required (whole school attendance and attendance of key groups e.g.) M/F, year groups, PP, PP/FSM, SEN by need
- Weekly, termly attendance awards for individual students, forms and year groups
- Process student holiday requests
- Liaise with OCC attendance team for advice/action as needed
- There is an expectation as the role allows you, to support with duties at lunch and break times when required.

Support for the School:

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to manager's attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Last updated: January 2026

Signed :.....

Date ;.....

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Deputy Headteacher; the Headteacher or other Senior Leader if appropriate, they will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation