



## JOB DESCRIPTION

<b>Title:</b>	<b>Attendance Manager</b>
<b>Grade and Salary:</b>	Grade 8, points 15-18
<b>Contract:</b>	Permanent, (37 hr x 38 wk) under Local Government Terms and Conditions
<b>Working Hours:</b>	Daily between 8:00 am - 4:00 pm <i>(exact hours to be agreed with Line Manager)</i>
<b>Responsible To:</b>	Assistant Headteacher
<b>Responsible For:</b>	Attendance Officer
<b>Job Purpose:</b>	<b>To monitor and report on whole-school attendance data, analysing data to identify key areas of concern, and put interventions in place.</b>  <b>To work closely with pupils, staff, parents, and carers to reduce levels of absence</b>

### Appropriate Task

- To raise the profile of attendance across the school
- Build positive relationships with parents/carers to encourage family involvement in their child's attendance.
- Build and refresh knowledge of the school's MIS and other relevant systems.
- Ensure that all stakeholders complete and record actions as detailed in the attendance policy.
- Lead on whole school attendance rewards
- To work with and oversee all referrals to the EWO
- Analyse data to identify pupils who need communication home
- Analyse data to identify pupils who need additional support to improve their attendance.
- Analyse data to identify key groups where there may be attendance concerns
- Oversee all students on a part-time timetable or an attendance support plan
- Manage the process of any students who leave school mid-year
- Manage attendance returns for the school census.
- Manage the process of issuing penalty notices to parents.
- To work with the local authority attendance and inclusion teams
- Oversee all CMN referrals and provision
- Lead parent meetings to identify barriers to attendance and implement appropriate support
- Ensure all record-keeping is up to date
- Lead on attendance interventions and mentoring
- Carry out home visits, where necessary, to address attendance concerns for individual pupils.
- Attend multi-agency meetings with colleagues as appropriate
- Work with school leaders to develop and revise the school's attendance policy.
- Oversee the PME return.

**General Duties and Responsibilities**

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to School and Trust 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

October 2025



## PERSON SPECIFICATION Attendance Manager

*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.*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- GCSE Grade c (or equivalent) or above in English and Maths</li> <li>- Good A-Level (or equivalent) results</li> </ul>	<ul style="list-style-type: none"> <li>- further study</li> <li>- Safeguarding / DSL trained</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- knowledge of relevant procedures and legislation and demonstrate ability to apply this to practice, including safeguarding and child protection.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>- experience working with children and their families. The ability to foster good relationships with parents, children and adults working with children in school.</li> </ul>	<ul style="list-style-type: none"> <li>- experience using Bromcom</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>