



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Attendance Administrator
Location:	Across the Trust (based at Plymstock School currently)
Grade/salary:	Plymouth Grade C SCP 5 - 7
Hours:	37 hours per week x 39 weeks
Reports to:	Assistant Headteacher
Responsible for:	n/a
Key relationships:	Pastoral Team, SEND Team, Teaching staff

Job Purpose

To manage and track student attendance data across the whole school. To work with other agencies and within school to ensure the academic success of all students related to their attendance.

Duties and Responsibilities

1. Record information relating to student absences accurately and using a range of systems. Following up absences (parent mail, email, voicemail) and daily direct contact with parents through a variety of communication methods. Frequent data input and maintenance of accurate records in the School Information Management System (SIMS) and CPOMS regarding communication with students, parents etc.
2. Notify HOY/AHOY, Tutors of any relevant information derived from the calls, emails etc
3. Input late marks and ensure staff are inputting registers promptly onto electronic registers Responsible for reviewing and maintaining records of a high level of accuracy.
4. Gather internal information regarding attendance by liaising with staff covering Isolation rooms, First Aid etc and enter relevant attendance code
5. Send absence messages on InTouch as early as possible and deal with all queries received from stakeholders
6. Regularly contact parents on the telephone with empathy and professionalism on all attendance matters. This includes undertaking challenging telephone calls. Provide clear communication regarding a range of sensitive matters.
7. Liaise with HOY/AHOY regarding any students found to be truanting
8. Complete necessary paperwork and produce evidence of absences for referrals to EWO
9. Monitor lesson monitor throughout the day particularly tutor and 4 which are the statutory registration periods.
10. Represent the school at any Westcountry Schools Academy Trust meetings relating to attendance matters
11. Produce paperwork and gather evidence for penalty notice fines. Keep efficient records and collection of evidence for court hearings relating to this
12. Minute meetings held in school with parents who are at risk of referral due to low attendance
13. Maintain user-defined groups on SIMS
14. Liaise with colleagues regarding missing AM and PM registers, lesson registers and any conflicting marks to ensure this is challenged
15. Prepare documents and records - pre-code registers with marks for students attending work placements, trips, holidays, sporting events etc

16. Daily communication with staff at all levels and parents on aspects related to attendance and punctuality keeping an up to date record as appropriate
17. Provide attendance data as required to stakeholders eg HOY – references for students who have left school. When requested to do so, obtain reports from both SIMS and CPOMS for the appropriate member of the staff.
18. Liaise with safeguarding staff – HOY/AHOY/DSL to hand over relevant information for their action.
19. Strive to continue to improve current systems in place by forming good working relationships with Attendance Officers in the MAT
20. Work with the DSL. HOY/AHOY to identify students at risk of persistence absence. Assist in investigating potential safeguarding issue sand support families to improve student attendance
21. Produce statistics regarding late arrivals and students who are persistent offenders.
22. To provide on call first aid to students and staff as required.
23. Good knowledge of the attendance, inclusion and welfare policies from Plymouth City Council. Under the guidance of the appropriate Colleagues, ensure effective links and communication with external agencies are in place.
24. Ensure comprehensive administrative and clerical support to the Attendance Team is provided, including the production of written correspondence and other documents. This includes, but is not limited to, Attendance letters, penalty notices and CPOMS entries with regard attendance from a variety of sources.
25. Provide proactive support within the Attendance team on a daily basis.
26. When requested to do so, prepare and collate data for SLT.
27. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
28. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
29. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
30. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
QUALIFICATIONS:			
GCSE in English and Maths Grade A* - C (or equivalent)	E	X	
Good standard of education (preferably to Degree level)	D	X	
Other relevant and related qualifications, for example, counselling, emotional logic, mental health, self-harm, suicide prevention, first aid.	D	X	
Level 3 Child Protection and Safeguarding (training will be provided if qualification is not held)	D	X	
EXPERIENCE:			
Experience of working in an environment supporting children and young people (voluntary or paid)	E	X	X
Experience of working in a school environment (primary or secondary)	D	X	X
Experience of communicating effectively with parents/carers and other stakeholders	D	X	X
Experience of promoting high standards and expectations	D	X	X
Experience of multi-agency meetings and outside agency liaisons	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
Excellent interpersonal skills	E	X	X
Can work independently or as part of a team	E	X	X
Excellent organisational skills to meet deadlines and manage workload of self and others	E	X	X
Excellent ICT skills and the ability to apply these to educational management	E	X	X
Excellent practitioner	E	X	X
Excellent communication skills	E	X	X
Is a champion for children, caring, child centred, approachable	E	X	X
Resilient and flexible	E	X	X
Creative and imaginative thinker, able to anticipate problems and find solutions	E	X	X
VALUES-BASED BEHAVIOURS:			
Compassion:			

Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
Integrity:			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
FURTHER REQUIREMENTS:			
An awareness, understanding and commitment to the protection and safeguarding of children and young people.	D	X	X
Cares deeply about the success of every child and every member of staff	E	X	X
Committed to continuous personal and school improvement	E	X	X
Have high expectations of self and others and provide a role model for students and staff.	E	X	X