

Job Profile – Support Staff



Post Name	Attendance Officer
Reporting To	Operations Manager
Salary Scale Point	SCP 8-11
Weekly Hours	30
Contract Type	Maternity Cover – Temporary with 1 months' notice period

Job Purpose

To monitor and record attendance including liaison with the senior leadership team and external agencies where necessary

Main Duties

Attendance:

- Ensuring registers are updated in Bromcom/chasing teachers where required.
- Ensuring all unexplained absences are accounted for and contacting home when necessary.
- Using Bromcom to produce reports for review by the SLT, showing accurate attendance data
- Assisting and checking records prior to the Census to ensure school attendance is accurate and up to date.
- Complete school census three times a year
- Follow Attendance policy and send out letters as required.
- Organise and conduct meetings with parents
- Liaise with the SBC attendance team, regarding fixed penalty and children missing in education
- Update and manage the attendance tracker
- Managing school clubs and trip procedure – setting up clubs and trips on Bromcom and liaising with teachers and SLT to ensure these are managed and the processes followed.
- Managing breakfast clubs bookings and weekly lunch orders.
- Processing ordered using the internal finance system and liaising with the central finance team.

Daily reception duties including but not exclusively answering the phone, greeting visitors, and responding to parental queries. General reception/administration cover where required.

Supervision and Management

The post holder does not have regular responsibility for supervising staff but may be required to assist in work familiarization for new recruits.

Decision Making

Work is carried out within clearly defined rules and procedures although, the post holder may decide on the order the work is carried out.

Resources

The post holder is responsible for the accurate handling of cash and banking as well as school resources required to undertake the job.

Working Environment

The job is subject to interruption. The majority of the work is performed using ICT. There is occasional background noise from pupils. There is a designated place of work, which could be in different locations.

Other Duties

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

PERSON SPECIFICATION –Attendance Administration

	Essential	Desirable
Knowledge and Experience	Excellent ICT skills – Microsoft Office.	Systems: Bromcom/other MIS Previous school / attendance experience.
Personal Qualities	Excellent communication skills. Excellent organisational skills. Attention to detail. Ability to work on own initiative. Ability to work in a team. Positive attitude to personal development and training. Great sense of humour and can-do attitude.	