

JOB DESCRIPTION

Job Title	Attendance Administrator	Department	Administration
Reports To:	Attendance Officer	Grade	6
Responsible For:	N/A	Job Type:	Support Staff
Hours	30	Weeks per year	38 weeks
Location	Faringdon Community College		

MAIN PURPOSE AND SCOPE OF THE JOB

The role of the Attendance Administrator is to ensure the accurate and timely recording of student attendance. Communicating daily with parents and carer's ensuring all absences are followed up and accounted for in accordance with the school Attendance Policy. Providing administrative support for the Attendance Officer in all aspects of the attendance function.

Responsibilities

- Work as part of the Attendance team managing the daily administration of student attendance. Accurately recording daily attendance in a timely manner and in accordance with the school Attendance Policy.
- Maintain accurate attendance records and report to the Attendance Officer any issues or concerns identified, flagging safeguarding issues on CPOMS
- Regular daily communications by daily text messages/phone calls/email/letters to parents and carers requesting reasons for absence, ensuring all absentees are accounted for in a timely manner and in accordance with the school Attendance Policy.
- Collate, maintain and update attendance data, e.g, inputting timely information such as exams, school trips, music lessons and sporting events etc.
- Provide administrative support for the Attendance Officer in all aspects of the attendance function including running reports, producing letters and other communications as directed.
- With the support of the Attendance Officer encourage good practice in the completion of registers and actively follow up incomplete or missing lesson registers.
- To have a thorough working knowledge of the attendance components of the MIS.
- To provide attendance reports as required including evacuation registers
- Produce and distribute reduced and reintegration timetables
- To keep accurate and up-to-date records and organise workload in a methodical, efficient and official manner.

- To liaise as required with teachers, support staff, parents and students with professional demeanour with sensitivity and confidence, using initiative as required and maintaining high levels of confidentiality at all times.
- First Aider

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to <name>
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

PERSON SPECIFICATION & SELECTION CRITERIA

Qualities	Essential/Desirable
Experience Working in a school environment Working in administration in an office environment	 D E
Qualifications & Training Minimum of Grade C GCSE in math and English (or equivalent qualifications which sufficiently demonstrate the numeric and written skills required).	 E
Knowledge & Skills Excellent working knowledge of IT including Microsoft Office Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information. Understanding of relevant policies/codes of practice and awareness of relevant legislation. Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Experience of dealing with confidential information in a discreet and sensitive manner.	 E E D E E E E