



JOB DESCRIPTION

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Designated Child Protection Officer.

POST TITLE:	Attendance Administrator
HOURS:	35 hours a week ~ 8.30am to 4pm, term time only
SALARY SCALE:	Scale 3
RESPONSIBLE TO:	Attendance Officer

OVERALL PURPOSE OF THE ROLE:

To work with the Attendance Officer and provide administrative support to reduce levels of absence and promote whole school attendance.

MAIN RESPONSIBILITIES:

- Undertake a range of administrative tasks, including sending letters, booking and making phone calls.
- Support the Attendance Officer in ensuring the accurate and timely completion of the County Alternative Provision Register. This will include the monitoring and notification of reviews.
- Assist the Attendance Officer in identifying individuals and groups of pupils whose attendance is a concern, including identifying patterns of absence and those pupils who need further intervention to support and improve their attendance at school.
- Collate information regarding pupils whose attendance is a concern, in order to inform other stakeholders, including parents/carers, the pastoral team and SLT.
- Provide administrative support in coordinating and arranging meetings, collating and distributing paperwork, taking notes and arranging for outcomes and actions to be monitored.
- Maintain accurate and organised records and files of all correspondence with parents regarding attendance, including filing any evidence provided to support pupils' absences (e.g. medical or appointment evidence) and update the attendance tracker daily.

- Update data sheets and produce weekly reports of attendance data and information for the Attendance Officer.
- Assist Attendance Officer with home visits to discuss with parents/carers strategies to improve student attendance.
- Contribute to the early identification of students with declining or persistent absenteeism.
- Prepare attendance letters, warning notices and penalty notice requests in line with the college's attendance policy and Local Authorities guidance.
- Establish and maintain positive links and relationships with parents/carers and outside agencies.

GENERAL:

- Uphold professional standards for the role, and follow all school and Trust policies and procedures.
- Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
- Participate in performance management and take part in appropriate training and development activities.
- Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
- Undertake other reasonable duties as requested, in accordance with the changing needs of the college.
- Ensure that all duties and services provided are in accordance with the colleges equal opportunities policy and procedures.

This job description was devised in July 2025. It may be modified, by mutual agreement with the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.