

THE SELE SCHOOL



Job Description

Job Title:	Attendance Officer
Grade/Salary:	H5 Pro-rota (Actual Salary £25,144.61)
Hours:	37 hours per week (Mon –Thurs 8am–4pm , Fri 8am–3.30pm)
Working Weeks:	42 (38 working weeks = Term Time + 5 inset days + 3 weeks)
Responsible to:	Wellbeing and Integration Manager
Accountable to :	Deputy Headteacher

Job Purpose

The purpose of the Attendance Officer is to promote excellent attendance and punctuality across the school by monitoring attendance, identifying concerns early, implementing intervention strategies and working in partnership with pupils, families, staff and external agencies.

Key Responsibilities

Daily Attendance Monitoring

- Use Studybugs to record and report on daily attendance
- Preparation and checking of OMR registers
- Preparation of data and registers for Heads of Year and Education Welfare Service
- Administration of attendance awards
- Administration of attendance league
- Track and monitor pupil attendance identifying absence patterns
- Monitor attendance of any pupils educated offsite
- To produce letters to parents re attendance and punctuality
- Hold regular meetings with Heads of Year and Well-being and Integration Manager to monitor pupil attendance
- Hold parent meetings to discuss attendance concerns
- Conduct home visits where necessary
- To contact parents and pupils at the request of the senior leaders of the school.
- Managing the procedures for taking pupils off role ensuring that all official LA paperwork has been completed correctly.
- Identify attendance concerns.

Communication

- Contact parents regarding absence.
- Issue attendance correspondence.
- Maintain positive relationships.
- Record attendance meetings.

Data and Reporting

- Produce attendance reports.
- Analyse attendance trends.
- Complete LA/DfE returns.
- Ensure GDPR compliance.

Partnership Working

- Work with pastoral, SEND and safeguarding teams.
- Liaise with Local Authority and external agencies.
- Attend attendance meetings.

Safeguarding of pupils

- Treat unexplained absence as a safeguarding concern.
- Follow safeguarding procedures.
- Report concerns immediately.

Additional Information

The jobholder is to contribute to and support the overall aims and ethos of the School. All staff are required to participate in training and other learning activities, and in performance management and development as required by the School's policies and practices.

Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal school hours, and participate in Open Day for prospective parents and pupils.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Safeguarding

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the School's pre-employment checks. Staff will also be required to complete Child Protection and PREVENT training.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.