



JOB PROFILE

Post Title: Attendance Officer

Location: Stephenson (MK) Trust, Stephenson Academy

Accountable to: Assistant Principal

Grade3: £30,518 – 32,597 FTE (Actual Salary £26,483 - £28,287 TTO)

JOB PURPOSE

The administrative assistant is responsible for supporting with the administrative and organisational processes within the school. They will also act as the initial point of contact for professionals, parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

PRINCIPAL ACCOUNTABILITIES

Duties and responsibilities

Administration

- Develop and imbed the new statutory attendance guidance into everyday practice
- To provide accurate data and information to mainstream schools to ensure they are well informed during safeguarding monitoring visits
- To work with external agencies to support engagement and outcomes for students.
- Provide administrative support for the safeguarding team.
- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- ensure relevant staff have appropriate access to the CPOMS system.
- where appropriate, assign actions using CPOMS for other members of staff when responding to safeguarding issues.
- monitor assigned and delegated actions and ensure they are acted upon and communicated with relevant staff.

- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Support the process of issuing penalty notices to parents
- Build and refresh knowledge of the school's MIS and other relevant systems

Monitoring and reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- To make initial enquiries with the MASH team when new students start with us to establish external agency involvement.
- Communicating key information for new students to relevant staff.
- Support in managing the safeguarding calendar to ensure meetings are attended.
- To maintain student safeguarding files
- Support in the Partnership portal and general communication with our schools.
- To identify trends in attendance and to communicate this with the Attendance Mentor and Assistant Principal of Attendance

Working with parents/carers

- Organise meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

- Take part in the school's appraisal procedures

Other areas of responsibility Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- To comply with Keeping Children Safe in Education and associated safeguarding policy and practice of the Academy to ensure the safety and well-being of the students
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person specification

Qualifications and Training	Essential	Desirable	How evidenced
Level 2 qualification in Communication/Literacy/English	✓		A
Level 2 qualification in Numeracy/Maths	✓		A
Appropriate qualification in the field of expertise e.g. Safeguarding L2/L3, Multi- Agency Working etc.		✓	A
Evidence of directly relevant training and development activities/updating		✓	A
Experience	Essential	Desirable	How evidenced
Experience using electronic systems to manage and store information.	✓		A I
Experience of working with a wide range of agencies	✓		A I
Experience of working in Education		✓	A I
Experience of arranging exam support for learners with additional learning needs		✓	A I
Experience of using the CPOMS system		✓	A I
Knowledge/Skills	Essential	Desirable	How evidenced
Excellent communication skills	✓		A I
Excellent IT skills	✓		A I
Ability to take minutes and meeting notes	✓		A I

Knowledge of disabilities/medical conditions/sensory support needs		✓	A I
Ability to develop positive, collaborative working relationships with teaching teams, parents, and external partners	✓		A I
Knowledge of safeguarding legislation and personal responsibilities		✓	A I
Ability to co-ordinate and organise data and information in a timely and logical fashion	✓		A I
Willingness to adopt new working practices and adapt to change	✓		A I
Ability to work under pressure and meet tight deadlines	✓		A I
Ability to demonstrate an understanding of safeguarding and equality, and their importance relevant to the role	✓		A I
Personal related skills	Essential	Desirable	How evidenced
Participate in development and training opportunities	✓		A
Commitment to uphold the school's Equalities Policy, Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference

Person specification continued

- Prioritise and manage time effectively, ensuring continued professional development in line with the role.
- Update professional knowledge and expertise as appropriate to keep up to date with developments in the area
- To play a full part in the life of the school community, to support its mission, values and ethos and to encourage staff and students to follow this example
- To actively promote school policies, procedures and professionalism
- To undertake duties before the school day, at break, over the lunch period and after the school day on a rota basis
- A willingness to be deployed across the Stephenson Trust as and when required.
- Any other reasonable duty deemed necessary by the Principal

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal & Executive Principal