

## JOB ACCOUNTABILITIES

<b>Name:</b>	
<b>Salary Scale:</b> Scale 5, Points 12-17	<b>Job Title:</b> Attendance Officer
<b>Hours:</b> 37 hours a week, term time only plus 2 INSET days (September and July)	<b>Salary:</b> FTE: £30,743 - £33,349 (pay increase pending) Actual: £26,354 - £28,588 (pay increase pending)

### **JOB PURPOSE**

Work alongside key school staff and communicate with students, parents/carers and external agencies to promote excellent attendance and punctuality, and reduce levels of absence in line with school ethos and the school's Attendance Policy. The role also involves some pastoral administration support.

### **POSITION WITHIN UNIT STRUCTURE**

Reports to Deputy Headteacher.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

Administrative qualification e.g. NVQ Level 3 or equivalent by experience.  
 Competent IT Skills, proficient in Microsoft Office, and able to operate software at an intermediate/advanced level.  
 Able to learn the use Arbor, Studybugs and CPOMS and DfE attendance portal.  
 Must be self-motivated, flexible and able to adapt to ever-changing circumstances.  
 Able to relate and clearly communicate with pupils, parents and colleagues in a calm but dynamic manner.  
 Must possess excellent communication skills.  
 Be able to give attention to detail and have excellent organisational skills.  
 Ability to work as part of a team.

### **JOB ACCOUNTABILITIES**

Main Responsibilities:

1. Ensure all registers are complete, up to date and accurate on a daily basis in line with legislation and guidance.
2. Ensure absences from the absence line are added to registers, and unexplained absences are accounted for. Update registers with authorised absences such as exams, trips and appointments.
3. Managing daily punctuality for all students by ensuring reported absences are added to registers.
4. Undertake 'first day contact' if a student is absent and make daily contact with the parents/carers of students who continue to be absent to try and improve levels of attendance.
5. Act as the primary point of contact for parents regarding attendance conducting home visits where necessary and leading meetings to address persistent absence.
6. Analysing daily, weekly and termly attendance and punctuality reports identifying patterns of absence and implementing early intervention strategies by working collaboratively with Tutors and Heads of Year.

7. Utilising school management systems (Arbor), DfE attendance portal and our attendance tool Studybugs to collate detailed attendance reports for HOYs and Senior Leadership Team as well as external agencies as required
8. Provide regular detailed attendance summaries and actions to SLT.
9. Manage all attendance-related correspondence including letters to parents, and first day calling logs in line with strategy.
10. Work closely with the Designated Safeguarding Lead (DSL) and the pastoral team to ensure that students missing in education are identified and supported immediately.
11. Ensure the school's attendance policy adheres to the latest Department for Education (DfE) guidelines and legal requirements including the management of fixed penalty notices.
12. Collate information relating to students who are 'persistently absent' to inform Heads of Year, Education Welfare and parents/carers. Arrange and attend meetings with relevant parties, record outcomes and follow up issues arising or parental failure to attend. Prepare accurate documentation for court referrals.
13. Work with the Pupil Premium to devise strategies for our vulnerable and hard to reach children, developing relationships with parents & carers in order to promote improved attendance.
14. Ensure school attendance records are up-to-date for central and local government (Census).
15. Support the pastoral team by logging and administering rewards and sanctions.
16. Collating paperwork for internal and external suspension processes and managing the centralised detentions.
17. Prepare tasks for the Head's PA who also supports with raising attendance in line with school's Attendance Strategy.
18. Organise the administration of Parents' Evening, including follow up calls regarding attendance to those events.
19. Complete one Staff Duty per week (20 minutes).

### Person Specification

Key Criteria	Essential	Desirable	How measured
Competence Summary (knowledge, skills, abilities and experience).	Qualifications: 5 good GCSEs including English and Mathematics at C or above (or equivalent).	Experience of using Arbor modules, Word and Excel.	Exam Certificates
	Excellent planning and organisational skills.	Experience of working in a school, ideally within attendance	Professional references/ Interview tasks.
Other Requirements	High level of interpersonal skills.		Professional references.
	IT Skills.		Interview tasks. Interview
	Experience of working in a school or education environment.		Interview tasks.
	Ability to work as part of a team.		Interview/Professional references.
	Experience of working in a pressurised environment with competing deadlines.		Professional references.
	Eligible to work in the UK.		Professional references.
	DBS Checked.		Passport/Birth Certificate/ Visa
			Online DBS completed in school after interview stage.

This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.
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This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

**Every job description will be subject to review on an annual basis, or**

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Post holder's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Line Manager's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_