

**CONTEXT SHEET FOR ALL SAINTS CATHOLIC COLLEGE  
BUSINESS SUPPORT OFFICER – ATTENDANCE ADMIN G5**

<b>JOB FAMILY</b>	<b>BUSINESS SUPPORT</b>
<b>ROLE</b>	<b>ATTENDANCE</b>
<b>GRADE</b>	<b>5</b>
<b>What will your role be in addition to the duties in the Job Description?</b>	
<p>Will be responsible for supporting the administration function in relation to attendance.</p> <p>Will be required to retrieve student information, monitor attendance figures and provide data reports as required, using LA wide systems, e.g., SIMS.</p> <p>To be responsible for and deal with attendance queries.</p>	
<b>Specific duties?</b>	
<ul style="list-style-type: none"> <li>• Responding to phone calls, voicemails and emails in relation to student absences.</li> <li>• Responsible for inputting and providing data e.g.: attendance percentages and administrative returns as required.</li> <li>• Responsible for maintaining the late list for students arriving after registration including providing students with “late slip”, eliciting reason for lateness and offering initial advice.</li> <li>• Provide attendance and school data reports as and when required.</li> <li>• To support the Attendance Officer to monitor attendance figures and produce attendance and school data reports.</li> <li>• To undertake work related to the input of registers and any alterations made by staff.</li> <li>• To deal with attendance enquiries from staff and parents.</li> <li>• To support the Attendance Officer with processing of parental leave of absence requests.</li> <li>• To facilitate students leaving school for appointments – collecting them from classrooms, requesting appointment proof, updating systems accordingly.</li> <li>• To deal courteously and efficiently with all staff/student/external agency enquiries.</li> <li>• To provide other word processing and administrative services.</li> <li>• To follow data protection and GDPR policy and guidance in relation to the role.</li> <li>• To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder’s supervisor.</li> </ul>	
<b>RESPONSIBLE TO: Assistant Principal - Attendance</b>	

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**RESPONSIBLE FOR: None**

<b>Context Reference No</b>	<b>SS/BS05/ATT</b>
<b>Context Prepared / Amended</b>	<b>APR 2025</b>