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Job Title:	Attendance Officer
Salary range / job grade:	SCP 7-11, Term Time + 2 days
Responsible to:	Attendance Manager
Responsible for:	Providing a high standard of attendance administration, to contribute towards the excellent attendance of students, with a particular focus on pupil premium.
Effective Date:	ASAP

Role and Context

Duties and Responsibilities:	<p>To be responsible for the maintenance of the school attendance register, by checking that daily attendance records are input electronically by form tutors and class teachers, and follow up as appropriate for missing registers.</p> <p>To identify missing marks and unexplained absences at registration periods, and contact parents to identify reasons for non-attendance as necessary.</p> <p>To follow up unexplained absences, liaising with staff and parents.</p> <p>To be responsible for monitoring the attendance of pupil premium pupils. To work with the Attendance Manager, Deputy Headteacher (student support) and Assistant Headteacher (Achievement) to improve the attendance of pupil premium pupils.</p> <ul style="list-style-type: none"> • To manage and deal with calls on the school absence line and email address. • To code attendance records as notified by parents, including requests for absence due to family holidays and other planned absence. • To produce letters and documents for the Attendance Manager in relation to attendance. • To maintain and update the school's database, as appropriate. • To liaise with internal agencies as required. • To support all other members of the team to aid the smooth running of the school. • First aid support <p>To undertake clerical and administrative support including photocopying, filing, faxing and emailing.</p> <p>To undertake any other duties that are within the scope of the post as determined by the Deputy Headteacher (Student Support) and Attendance Manager.</p>
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General Duties:	<ul style="list-style-type: none">• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority• To be a trained first aider and fire marshal• To maintain Staff and Pupil confidentiality• To undertake training as appropriate• To participate in the performance management programme
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General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date:
