



Job Description – **Attendance Officer**

Job Title: Attendance Officer

Responsible to: Assistant Principal

Salary Scale and Point: Grade 6, Point 20–25

Contracted Hours: Term Time Only, 37 hours

Purpose of the Job

The Attendance Officer will play a key role in promoting excellent attendance and punctuality across the school. Working closely with pupils, families, and staff, the postholder will support children and families to remove barriers to attendance, ensuring pupils are safe, engaged, and able to access learning.

Core tasks include:

- Attendance monitoring and administration
- Family support and engagement
- Intervention and safeguarding
- Policy and communication

Key Responsibilities / Activities

Attendance Monitoring and Administration

- Monitor daily attendance and punctuality, identifying concerns, patterns, and emerging risks.
- Maintain accurate, up-to-date attendance records in line with statutory requirements.
- Monitor and record students arriving late to the academy
- Prepare attendance data, reports, and analysis for leaders, governors, and external agencies.
- Support attendance audits and ensure compliance with school and local authority guidance.
- Track interventions and outcomes related to attendance improvement.

Family Support and Engagement

- Work proactively with parents/carers to understand and address barriers to attendance.
- Build positive, trusting relationships with families through regular communication, meetings, and home visits where appropriate.
- Offer practical advice and signposting to internal and external support services.
- Support families with routines, transitions, and strategies to improve attendance and punctuality.
- Facilitate early intervention to prevent escalation of attendance concerns

Intervention and Safeguarding

- Identify pupils at risk of persistent or severe absence and coordinate targeted interventions.
- Work closely with pastoral staff, SEND teams, safeguarding leads, and external professionals.
- Attend and contribute to multi-agency meetings as required.
- Ensure safeguarding procedures are followed at all times and concerns are reported promptly.
- Support children returning to school following absence, including reintegration planning.

Policy and Communication

- Promote a positive attendance culture across the school community.
- Support the implementation of the school's attendance policy and procedures.
- Communicate attendance expectations clearly and sensitively to families.
- Work collaboratively with teaching and pastoral staff to support pupils' wellbeing.

Professional Development

- Willing to undertake any necessary professional development and training.

General

- Be aware of and comply with all trust and school policies and procedures particularly relating to safeguarding, child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.

- Carry out all duties with regard to the school's policies and codes of conduct.
- Set high expectations of conduct, whilst acting as a good role model for others.
- Maintain confidentiality and handle sensitive information appropriately.
- Use initiative to solve problems and manage workload effectively.
- Contribute to a supportive and inclusive school environment.
- Undertake training and professional development relevant to the role.
- Carry out any other reasonable duties as directed by the line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

This job description will be reviewed annually and the head teacher reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Fluency in English The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.



Person Specification



Education and Qualifications	Essential • Competent numeracy and literacy skills
Experience	Essential • Experience working with children, young people, or families (education, pastoral, or support setting). • Strong interpersonal and communication skills. • Ability to work sensitively with families facing challenges or trauma. • Good organisational skills and attention to detail. • Confidence using data and school information systems (or willingness to learn). • Understanding of safeguarding and confidentiality. •
Skills and knowledge	Essential • Understanding and commitment to the safeguarding of children • Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity. • Communication: shares and listens to information, opinions and ideas, using a range of effective approaches • Able to work as part of a team, understanding Trust roles and responsibilities and own position within these. • Ability to identify own training needs and willingness to participate in training and development opportunities. • Comply with Trust's commitment to the protection and safeguarding of children • Proactive • Positive working attitude Desirable • Experience in attendance, pastoral support, or family liaison. • Knowledge of barriers to attendance and strategies to address them. • Experience working with external agencies.