

JOB SPECIFICATION

Attendance Administrator

Reports To: Senior Deputy Principal

Why	Job Summary To provide general administrative support to the Attendance team.	
What	Main Responsibilities • Undertake routine administrative tasks, including answering attendance calls, monitoring incoming emails and texts and actioning them, data entry and sending out communication to parents. • Ensure attendance registers are completed regularly and accurately followed up in instances where this is not the case. • Work with Heads of Year to identify pupils of concern. • Offer creative solutions in cases where a pupil is failing to attend the Academy. • Complete first day phone calls and follow up any unexplained absence. • Ensure timely communication about attendance particularly vulnerable pupils to ensure these young people are safe. • Chase up unexplained absence with Heads of Year and Tutors • In partnership with the Education Welfare Officer and Attendance Officer carry out home visits where appropriate to encourage attendance. • Ensure confidentiality at all times • Any other responsibilities deemed appropriate to the level of post.	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Demonstrate the Trust's ethos and adopt high standards of behaviour in the role
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures
		Motivate others to take responsibility for their own health & safety
		Participate effectively as part of a team, fostering positive relationships
		Efficient and methodical, monitors and attends to detail: checks for errors
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career
		Developing practice ensures effective professional contribution across the department
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provide informal direction
		Consults at the start and as appropriate throughout the activity and within the team
		Willing to accept responsibility for own activities and those of the team
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks
		Makes short term (daily, weekly) considered plans
		Conscientious in adhering to deadlines and perseveres to achieve project plans
	Communication	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving others the opportunity to ask questions and check understanding

Context	<i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Presents information in a structured and logical way and uses a variety communication techniques. Taking account of the needs of the audience	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem. Building upon previous experience	
		Initiates joint decision making within own team	
		Knows how to report, record and pass on information	
		Deals with “task” problems within own team	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	• People management experience • Educated to GCSE grade C/4 (or equivalent) in English and mathematics • Knowledge of working in an administrative role and using Microsoft office • Knowledge of safeguarding procedures	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description