



**Position:**

**Attendance Administrator**

# Welcome to Waingels

## Job Description – Attendance Administrator

<b>Pay range:</b>	Grade 4 SCP 7 to 11
<b>Actual salary:</b>	£18,142.65 to £19,337.60
<b>Working pattern:</b>	Part time, term time only plus 3 additional days
<b>Hours:</b>	Monday to Friday 8am to 2pm
<b>Contract type:</b>	Permanent
<b>Reporting To:</b>	Assistant Headteacher – Behaviour and Attendance
<b>Job Purpose</b>	
<p>The Attendance Administrator will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.</p> <p><b>It is important to:</b></p> <ul style="list-style-type: none"><li>• Promote and support high levels of attendance, to support students in achieving to their full potential.</li><li>• Promote a positive attendance and punctuality culture.</li></ul> <p><b>Principal Accountabilities:</b></p> <ul style="list-style-type: none"><li>• To work with identified individual and groups of students, using regular attendance and punctuality checks and contact with parents/carers and students to improve levels of attendance.</li><li>• To collate information with regard to the attendance and punctuality of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers.</li></ul> <p><b>Key Tasks – Attendance Administrator:</b></p> <ul style="list-style-type: none"><li>• To ensure all registers are completed accurately and no missing marks or unexplained absences remain.</li><li>• To follow School Policy of ‘first day contact’ within the School.</li><li>• To check and remind any necessary staff to complete registers. Inform Assistant Headteacher where staff are not completing registers.</li><li>• To ensure all unexplained absences are accounted for or send letters requesting an explanation.</li><li>• To input timely information i.e. exams; music trips; sporting events; work-based learning appointments; absence reports ect and to keep staff updated.</li><li>• To check accuracy and correct coding on registers.</li><li>• To follow Attendance Policy/strategy and send out letters as required.</li><li>• To maintain an accurate system for students signing in/out of School, liaising with Reception.</li><li>• To maintain an accurate log and coding of students on part time timetables and alternative provision.</li></ul>	

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- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- To produce and interpret information relating to attendance and punctuality patterns.
- To provide updates for staff on student attendance and punctuality.
- To monitor the attendance of vulnerable groups of students and liaise with SEN department.
- To assist with the identification of students who will receive support in improving their attendance record.
- To collate, maintain and update attendance data working with the Assistant Headteacher
- To produce reports for Educational Welfare Officer and copy to the Assistant Headteacher.
- To support Heads of Year with students and families identified by the school and the EWO.
- To liaise with the designated colleagues for Safeguarding.
- To keep up to date with training on our MIS system.



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The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

<b>Personal Specification</b>		
<b>Qualifications</b>	<b>Desirable</b>	<b>Essential</b>
Qualification in work linked with children and young people	✓	
GCSE A* to C in English and Maths		✓
<b>Knowledge and Experience</b>	<b>Desirable</b>	<b>Essential</b>
An understanding of issues that may affect a student's ability to attend school	✓	
A working knowledge of SIMS	✓	
An understanding of issues linked to confidentiality		✓
A knowledge of attendance regulations	✓	
Understands the importance of safeguarding and how all staff keep children safe		✓
<b>Skills/Ability</b>	<b>Desirable</b>	<b>Essential</b>
Ability to communicate effectively with children and adults at all levels		✓
ICT competent		✓
Ability to analyse data		✓
An understanding of working as part of a team		✓
Willingness to take responsibility for continued professional development	✓	

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## Personal Specification

Personal Skills	Desirable	Essential
Enthusiasm		✓
Ability to cope with stressful situations		✓
Able to use own initiative and work alone when necessary		✓
Able to work flexible hours if required	✓	
Legal Requirements	Desirable	Essential
Fully Enhanced CRB clearance is required.		✓
Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with		✓

## Making Your Application

All of our vacancies are advertised on My New Term and we can only accept applications that are submitted via this platform.

Before submitting an application, we would encourage you to:

- Review this recruitment pack in detail to ensure you are the right person for the job and the job is right for you
- Visit our website to learn more about our school community, ethos and values
- Review our staff welcome brochure that you will find alongside this application pack to learn more about what it's like to work at Waingels

Should you have any questions regarding the role or the recruitment process, please don't hesitate to contact us via:

**Contact name:** Mollie Williams (HR Administrator)

**Email:** [hrandrecruitment@waingels.wokingham.sch.uk](mailto:hrandrecruitment@waingels.wokingham.sch.uk)

**Phone:** 0118 969 0336

**Post:** Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

We will review applications as they are submitted, so you are encouraged to apply as soon as possible.

***The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students***