



Paxman Academy

Job Description

Title of Post:	Attendance Assistant
Payscale:	Scale 5 (Points 9-12)
Responsible to:	Attendance Officer
Purpose of job:	To support the work of the Attendance Officer

Working Pattern for the post:

8.00am - 4.00pm Monday - Thursday (30-minute lunch)

8.00am - 3.30pm Friday (30-minute lunch)

- Responsibility for the day-to-day registration systems and processes and provide clerical and operation support to the Academy, to promote whole academy attendance strategies.
- To improve attendance levels and reduce persistent absence in line with academy targets under the supervision of the Attendance Officer.

Main Duties and Responsibilities:

General

Work with the Attendance Officer to:

- Ensure that all registers are completed and maintained with complete accuracy on a daily basis;
- ensure that all attendance data is entered onto the database including for visits and other on or off-site activities;
- maintain the school's attendance Management Information System, together with the daily automated system to contact parents/carers regarding absent and/or late students;
- communicate with parents/carers regarding attendance and keep records of calls and reasons for absence;
- register late students and/or those who leave the school site during the academy day;
- general administration duties as required.

Additional Responsibilities

- To deal with any immediate problems or emergencies according to the School's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the School's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the School policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.