



## ATTENDANCE OFFICER

**RESPONSIBLE TO:** Assistant Headteacher

**SCHOOL:** Thomas Alleyn Academy, High Street, Stevenage, SG1 3BE

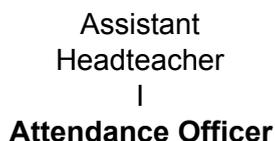
**GRADE:** L4

**CONDITIONS:** 37 hours per week, 39 weeks per annum

### PURPOSE OF POST:

- To undertake duties associated with student wellbeing and attendance.
- Working with students, staff and outside agencies to promote and enhance attendance
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Keeping Children Safe in Education* agenda and Area Child Protection Procedures.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

1. Maintain and organise pupil attendance records. This will include:
  - Use Studybugs to record and report on daily attendance
  - Preparation and checking of OMR registers
  - Preparation of data and registers for Heads of Year and Education Welfare Service
  - Administration of attendance awards
  - Administration of attendance league
  - Track and monitor pupil attendance identifying absence patterns
  - Monitor attendance of any pupils educated offsite
  - To produce letters to parents re attendance and punctuality
  - Hold regular meetings with Heads of Year and Education Welfare Officer to monitor pupil attendance
  - Hold parent meetings to discuss attendance concerns
  - Conduct home visits where necessary
  - To contact parents and pupils at the request of the middle and senior managers of the school.
  - Managing the procedures for taking pupils off role ensuring that all official LA paperwork has been completed correctly.



## **DIMENSIONS:**

**Supervisory management:**NA

**Financial resources:** NA

**Physical resources:** NA

**Other:** NA

**Physical effort:** Operation of standard office equipment to include personal computers, photocopiers, and telephones.

**Working environment:** Office environment

## **Safeguarding Children**

### **CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006. Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Applicants are required to declare all unspent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applications will not be refused posts because of offences, which are not relevant to and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, detailed above, will result in dismissal or disciplinary action by the Trust.

**Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

*The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*CVs will not be accepted for any posts based in schools.*



**PERSON SPECIFICATION: Attendance Officer**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which a candidate would be rejected.

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, that you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How measured
<b>Experience</b>	Demonstrable use of IT including word-processing.	1, 2, 3	Previous experience in a similar post in a school	1, 2
<b>Skills and Abilities</b>	<p>Able to communicate with colleagues, parents, pupils and senior managers.</p> <p>Able to follow procedures and guidelines.</p> <p>Able to maintain accuracy and attention to detail in written work and in record keeping, both hardcopy and electronic.</p> <p>Ability to work on own initiative and make decisions.</p> <p>Ability to work under pressure.</p> <p>Ability to develop good working relationships with staff, pupils and visitors.</p> <p>A firm but fair attitude to pupils.</p> <p>Able to organise own time to meet individual work schedules.</p> <p>Able to work positively as a member of a team.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1, 2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>	To hold a current driving licence and have access to a vehicle and be prepared to use the vehicle when required.	1,2



<b>Equality Issues</b>	Able to recognise some forms of discrimination, which commonly exist.	1,2		
<b>Education and Training</b>	Numeracy – able to add, subtract, multiply and divide, and reconcile figures. Literacy – able to write straight forward reports and read and comprehend written information. Willingness to learn and undertake professional development.	1,2 1,2 1,2	Word processing, database and spreadsheet skills	
<b>Other requirements</b>	Willingness to adjust working arrangements to suit service as needed. Willingness to be flexible in tasks undertaken. Willingness to undertake training.	1,2 1,2 1,2		

1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Chiltern Learning Trust and the School's policies are reflected in all aspects of his/her work, in particular those relating to:

- i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulation (2018)
- (iv) Code of Conduct