

Job description: Attendance Officer

Location	Oxford Spires Academy and Abbey Woods Academy
Contract term	Permanent
Full time/term time	Full time, 37 hours per week, Term time only (190 days per year)
Pay range	Grade 6 SCP 8-13
Reporting to	Attendance and Admissions Manager

Job purpose

To support the Attendance and Admissions Manager, through the collection, recording and reporting of student absence data in accordance with the current policies of the school.

To support the Attendance and Admissions Manager by monitoring and responding to student absences.

Main duties and responsibilities

- Produce letters to parents in response to absences
- Prepopulate referral forms
- Update the Bromcom databases with information from registers, voicemails, emails and texts in relation to absences
- Liaise with families via various means regarding attendance
- Arrange, attend and type minutes taken from meetings and distribute to relevant staff
- Produce posters encouraging attendance and update noticeboards
- Updating spreadsheets with detailed information about the recorded absences
- Liaise with outside agencies regarding meetings and fixed penalty notices
- Scan and file confidential paperwork in line with GDPR requirements
- Contact key stakeholders to clarify student absences, ensuring that all phone calls are completed as early as possible on a daily basis
- Use the MIS to communicate with parents, carers and colleagues
- Ensure all safeguarding information is recorded and passed to and escalated with relevant colleagues
- Ensure all registers are completed, checked and corrected on a daily basis
- Such other duties as may be compatible with the nature of the post, as reasonably requested by the Headteacher



These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

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

Person specification: Attendance Officer

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
GCSE Grade 4 English & Maths or equivalent	✓	
Good literacy and numeracy skills	✓	

Experience/employment record <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
Knowledge of using IT systems and packages, in particular Microsoft Office	✓	
Experience of working in an office environment	✓	
Experience of SIMs/Integris		✓
Experience of working in a school's environment		✓

Personal qualities <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Ability to prioritise workloads and have excellent time management and organisational skills	✓	
Ability to monitor, control and keep records according to the requirements of the school	✓	
Excellent interpersonal and communication skills	✓	
Ability to establish positive relationships with staff members at all levels	✓	

Able to work effectively with, and command the confidence and respect of, students, parents, teaching staff, senior managers within the school as well as with colleagues in external agencies	✓	
Approachable and empathetic	✓	
Excellent attention to detail	✓	
Ability to adapt quickly to changes in requirements	✓	
Ability to maintain strict confidentiality of information received and processed as part of the job role	✓	
Open to engaging in coaching and mentoring	✓	
Comfortable and confident in engaging with sensitive students issues	✓	
Quick to adapt and take on new initiatives		✓
Willing to undertake further training which may be required	✓	
Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion		✓