



JOB DESCRIPTION

NAME:

POST: Attendance Officer

GRADE: Grade 4 (SCP 6-9)

Relationships

The post holder is accountable to the Inclusion Team Leader in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

To provide an efficient, effective and confidential administrative service to the academy, to manage all areas of responsibilities in relation to the function and duties of the post as outlined in the job description.

Main duties & responsibilities

- To ensure effective and efficient administration support, ensuring all deadlines are met.
- To prepare, administer and take minutes of all meetings as directed by the Inclusion Team Leader.
- To provide administration support to all Inclusion Team members.
- To maintain positive relationships with team members and outside agencies.
- To complete half-termly attendance report in line with the self-review programme.

Attendance

- To be responsible for the maintenance of the manual pupil registers and transfer data to the academy computer as necessary using appropriate software packages.
- To undertake "first day" telephone calls to check pupil attendance.
- Monitor punctuality and attendance rates.
- Liaise with parents and EWS in order to complete attendance returns and analysis of 'at risk' groups.
- Issue standardised correspondence to parents in relation to pupil absence.
- To ensure registers are stored safely and in line with GDPR.

Pupil & general administration

- Pupil administration, using both computerised and manual records including: attendance registers; updating pupil's data, production of reports and assessments.
- Daily attendance, action plans and monitoring attendance.
- General use of the computer system including producing high quality correspondence with minimal guidance.
- Reception office cover including school entry system; telephone calls; receiving visitors; queries from pupils, staff, parents and the general public.
- To input and process academy-based attainment and progress data and provide reports as directed by the Inclusion Team Leader/Principal/Director of Education.
- To undergo training and keep up to date with changes in software and management systems.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: Date:
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.