

## Job Description

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<b>Job Title:</b>	Attendance Information Officer
<b>Location:</b>	Barnes Wallis Academy
<b>Job Purposes:</b>	To work closely with the Attendance Welfare Coordinator, providing information and analysis reports that guide decision making for improved attendance overall as well as in support of individual pupils.
<b>Background:</b>	<p>The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.</p> <p>Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.</p>
<b>Reporting To:</b>	Behaviour and Inclusion Lead
<b>Salary Scale</b>	NJC7 Term time only

# Key Responsibilities

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## MAIN DUTIES AND RESPONSIBILITIES

- To maintain accurate and up to date attendance/lateness records both manually and electronically and to ensure ongoing monitoring of attendance for all children to promote good attendance across the school.
- Administer a daily attendance and punctuality check each morning and support following up the daily absences by telephone/message or other means including checking the school answerphone for absence messages and record appropriately on the MIS (Bromcom).
- Process and record children who arrive late, leave during the school day and those who are collected late after the end of the school day.
- Process applications for any leave/special absence of children in liaison with the AWC/Senior Leaders and Headteacher.
- To engage with, attend and provide information for focal meetings with leaders responsible for key cohorts of students e.g., SEND, disadvantaged.
- Regularly meet with AWC to review attendance and punctuality data.
- To ensure, alongside SLT, that staff complete registers accurately and in a timely way in line with statutory regulations and to ensure that any discrepancies are amended.
  - Check and follow-up any missing or anomalous marks in registers
  - Input attendance data onto school MIS and generate reports as required
- To administer Fixed Penalty Notices.
- To ensure attendance / punctuality letters are consistently sent out through collaboration with the AWC.
- To attend Attendance Panel meetings and take minutes.
- To make/receive 'phone calls to/from parents regarding absence of students from school.
- To deal with student enquiries efficiently and in a pleasant and courteous manner.
- To maintain accurate and up to date records of attendance in line with legislation.
- To carry out full, accurate and up to date administration of letters, files or other documentation for attendance.
- Assist AWC with targeted home visits /meetings and any attendance/punctuality data that may be required to support case work.
- Liaise with Data & Exams Officer to ensure Attendance and Assessment records are accurate and up to date in conjunction with the Trust Assessment calendar.
- Regularly attend CPD around the use of Bromcom.
- Work with colleagues to raise MCAS uptake with parents.

# Person Specification

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## Qualifications and Professional Development

### Essential

- Educated to NVQ level 3 / 4 or equivalent.

### Desirable

- A relevant degree.

## Communication skills

- The ability to write to a good standard of literacy to include excellent record keeping skills.
- Attention to detail in recording events, discussions and the voice of the child.
- Ability to communicate effectively both orally and in writing, especially with students, parents, school staff.
- Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.
- Able to use own initiative and work alone when necessary.
- Ability to overcome communication barriers with children and students.
- Ability to listen effectively.
- Ability to maintain accurate and up to date records.
- Ability to meet tight deadlines and plan and manage own time effectively.

## Knowledge

- School systems and an understanding of the issues affecting truancy and non-school attendance.
- Demonstrate an understanding of issues linked to confidentiality.
- Demonstrate knowledge of attendance regulations.
- Demonstrate an understanding of issues that may affect a student's ability to attend school.

## Experience

- At least one year's related experience of work within a school attendance related service. Working with children, young people, parents and families preferably within an educational context.
- As a part of a team, as well as on your own initiative.
- Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.

## Academy Ethos

## **Equal Opportunities**

- A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.

## **Health and Safety**

- Aware of Health & Safety and Safeguarding as appropriate to role.

## **Safeguarding**

- Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.
- Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.
- Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This post requires an Enhanced DBS Clearance check.