

GROVE ACADEMY

JOB DESCRIPTION

POST TITLE: Attendance Officer	SALARY: Level 6
CONTRACT TYPE: Permanent	RESPONSIBLE TO: Deputy Headteacher

• ATTENDANCE

- Maintain accurate pupil attendance and lateness records on a daily basis.
- Follow up on student absences and lateness by text, telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
- To ensure all unexplained absences are accounted for, seek the reason for absence via telephone or letter home if required.
- To check the accuracy and correct coding on registers.
- To follow Attendance policy and procedures and send out letters as required.
- Identify individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality.
- To inform safeguarding of all concerns.
- Making home visits to students and parents/carers as appropriate.
- To support the Initiation and follow appropriate sanctions in liaison with the relevant colleagues and other professionals including fines and court action.
- In liaison with relevant colleagues/school management, attend follow-up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
- Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on pupil attendance and punctuality.
- Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals.
- Provide accurate and timely attendance and lateness reports and/or information to relevant colleagues, Phase leaders, heads of year and other professionals.
- Supporting and checking on pupils who are out of school for any reason, for example, suspension or attending alternative provision.
- Report any welfare and/or child protection concerns as per safeguarding procedures.
- Support the completion of accurate statistical returns regarding pupil attendance and punctuality as required by the school, local authority and DfE.

GENERAL ADMINISTRATION

- Provide a full general administrative service including use of Microsoft programmes including Word and Excel.
- Information retrieval and distribution (e.g. reporting) using systems available (e.g. MIS system).
- Regularly update information on the school's database including academic information and changes to personal information.
- Establish good relationships with all staff to ensure a professional administrative support service and be able to cover in their absence.
- Undertake administrative work for teaching staff where necessary.
- Maintenance of school record systems including collation and filing of reports, correspondence and other documents, photocopying and general office duties.
- To perform any other reasonable tasks after consultation.

Other

- Be committed to learn new skills and CPD.
- Provide cover for absent colleagues.

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PERSON SPECIFICATION

Attendance Officer

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED A = application I = interview R = reference
GCSE to level C in English and mathematics or equivalent (minimum)	Yes		A
NVQ3 in admin or equivalent		Yes	A
KNOWLEDGE AND EXPERIENCE			
Office/administration experience commensurate with post	Yes		A
SIMs experience	Yes		A
Good ICT skills including databases, spreadsheets and the Microsoft programmes and the ability to support and train colleagues in the use of such programmes	Yes		A
Knowledge of Every Child Matters and safeguarding procedures	Yes		A I R
SKILLS AND ABILITIES			
Able to work on own initiative and prioritise workload	Yes		A I R
Able to work to tight deadlines	Yes		A I R
Able to communicate clearly and effectively in writing and verbally	Yes		A I R
Able to respond to a wide range of enquiries	Yes		A I R
Good record maintenance skills including information retrieval	Yes		I
Accurate and quick data input skills	Yes		I
Able to analyse data and extract reports and other information to be used by others	Yes		I
Awareness of the need for confidentiality	Yes		A