

Job Description

Job Title: Administrative Officer with Responsibility for Attendance

Grade / Salary: Scale 5 (Spinal Points 12-15)
Term Time (40 weeks per annum) (36 Hours per week)

Line Manager: Admin Lead

Main Objectives

- To support the Headteacher in implementing the School Improvement Plan
- Manage the daily registration process
- To support and assist relevant colleagues to ensure the efficient and effective operation of attendance management

Key Responsibilities:

- Support to drive the whole school attendance strategy and culture of attendance
- Ensure attendance concerns at all levels are addressed in a supportive and timely manner
- Ensure that families are contacted on the first day of a pupil's absence in accordance with the school's attendance policy, using an SMS text messaging system and telephone calls
- Ensure all registers are completed and no missing marks or unexplained absences remain
- Ensure all unexplained absences are accounted for or send letter requesting an explanation
- Respond swiftly and decisively to attendance information provided
- Work with the Parental Engagement and Student Attendance Lead in developing and implementing the school's Attendance Interventions and ensuring that accurate tracking of interventions occurs
- Ensure unauthorised absence letters and concern letters are sent in a timely manner
- Ensure all attendance processes are robust, clear and effective and are applied consistently
- Provide training to colleagues where appropriate
- Ensure the correct completion of attendance registers and accurate recording of all attendance codes
- Communicate procedures to be used by parents and carers when notifying the school of sickness, including requests for holiday in term time
- Send texts; make first day contact calls each morning. It is a priority to contact parents of students who are missing from school as soon as possible each day.
- Contact the parents/carers, relevant members of staff students who are missing or have left the site.
- Record accurate attendance information for pupils at Alternative Provision.

Punctuality

- Promote the importance of punctuality
- Monitor lateness for early intervention where there are concerns with individual pupils
- Produce a list of late arrivals and engage with parents where appropriate
- Support with monitoring intervention programmes to reduce lateness to school

Attendance Management

- Responsible for producing the daily fire register from SIMS as needed
- To complete the DfE annual attendance returns, providing accurate information for the school census and school audit.
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the school
- Ensure that student information is logged and/or filed efficiently
- Keep up to date with SIMS training.

Other Duties

- Support your line manager and colleagues as required, covering where necessary.
- Perform any other duties necessary to aid the growth and development of the post.
- Ensure health and safety procedures are implemented in all areas of work responsibility.
- Implement the Local Authority's and Governing Body's Equal Opportunities Policy in all aspects of the work and duties associated with this post.
- Support the school's commitment to safeguarding and promoting the welfare of children in school.
- Be aware of and comply with all relevant Local Authority and legislative requirements.
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.

June 2026

Signed: Dated: