

JOB DESCRIPTION - ATTENDANCE OFFICER

RESPONSIBLE TO: Assistant Headteacher

GRADE: L4

CONDITIONS: 37 hours per week, 39 weeks per annum

PURPOSE OF POST:

- To undertake duties associated with student wellbeing, attendance and admissions including the administration of student absence and lateness, making initial contact with parents/carers on issues of non-attendance.
- To work with students, staff and outside agencies to promote and enhance attendance across the school including carrying out the school's procedures and sanctions in relation to attendance and punctuality and support the school in working towards achieving its attendance targets.
- To oversee and monitor the SIMs registering system.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Keeping Children Safe in Education* agenda and Area Child Protection Procedures.

ORGANISATION CHART:

Assistant Headteacher
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Attendance Officer

PRINCIPAL RESPONSIBILITIES:

1. To liaise with reception staff on daily attendance and following up on any unknown absences to ensure pupil attendance records are organised and maintained at all times.
2. To act as first point of contact to parents/carers in relation to attendance and truancy which includes telephoning parents/carers to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance.
3. To identify early and investigate effectively when students deviate from Lea Manor High School's expectations of attendance and work with the EWO to develop approaches to support the learning and social development of students by resolving problems inhibiting school attendance.
4. To establish and manage school admission files including transition of Year 6 and In-year transfers and to complete and maintain pupil leaver files including Year 11.
5. To hold parent meetings to discuss attendance concerns and work with Senior Leaders within the school to support attendance for all pupils and to ensure any follow correspondence is completed.

6. To liaise with Senior Leadership Team, Heads of Year, Inclusion team and other relevant members of staff regarding students who are of concern.
7. To produce attendance reports and follow up unauthorised absences on a weekly basis.
8. To monitor attendance of any pupils educated offsite including the quality assurance checks of all provisions.
9. To produce termly attendance and absence statistics on a termly basis to stakeholders as required.
10. To oversee and manage the procedures for taking pupils off role ensuring that all official LA paperwork has been completed correctly.
11. To support our Family Liaison Officer with attending TAFs, EHAs and home visits where required.
12. To undertake any other ad hoc duties as requested by the line manager commensurate with grade.
13. To respect at all times the confidentiality of the work done and to maintain the high standards set and expected.

DIMENSIONS:

Supervisory management: NA

Financial resources: NA

Physical resources: NA

Other: NA

Physical effort: Operation of standard office equipment to include personal computers, photocopiers, and telephones.

Working environment: Office environment

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

DBS

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the

event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

Lea Manor High School is committed to working in wider partnership which will promote wellbeing outcomes for young people.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

PERSON SPECIFICATION: Attendance Officer

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which a candidate would be rejected.

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, that you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How measured
Experience	<ul style="list-style-type: none"> Demonstrable use of IT including word-processing. 	1, 2, 3	<ul style="list-style-type: none"> Previous experience in a similar post in a school 	1, 2
Skills and Abilities	<ul style="list-style-type: none"> Able to communicate with colleagues, parents, pupils and senior managers. Able to follow procedures and guidelines. Able to maintain accuracy and attention to detail in written work and in record keeping, both hardcopy and electronic. Ability to work on own initiative and make decisions. Ability to work under pressure. Ability to develop good working relationships with staff, pupils and visitors. A firm but fair attitude to pupils. Able to organise own time to meet individual work schedules. Able to work positively as a member of a team. 	1,2 1,2 1,2 1, 2 1,2 1,2 1,2 1,2 1,2	<ul style="list-style-type: none"> To hold a current driving licence and have access to a vehicle and be prepared to use the vehicle when required. 	1,2
Equality Issues	<ul style="list-style-type: none"> Able to recognise some forms of discrimination, which commonly exist. 	1,2		
Education and Training	<ul style="list-style-type: none"> Numeracy – able to add, subtract, multiply and divide, and reconcile figures. Literacy – able to write straight for-ward reports and read and comprehend written information. Willingness to learn and undertake professional development. 	1,2 1,2 1,2	<ul style="list-style-type: none"> Word processing, database and spreadsheet skills 	

Other requirements	• Willingness to adjust working arrangements to suit service as needed.	1,2		
	• Willingness to be flexible in tasks undertaken.	1,2		
	• Willingness to undertake training.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an Applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the School's policies are reflected in all aspects of his/her work, in particular those relating to:

- i. Equal Opportunities
- ii. Health and Safety
- iii. Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.