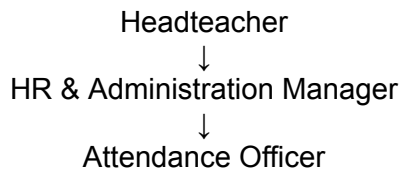




## JOB DESCRIPTION

<b>TITLE:</b>	<b>Attendance Officer</b>
<b>SCHOOL:</b>	Bushmead Primary & Nursery School
<b>RESPONSIBLE TO:</b>	HR & Administration Manager
<b>GRADE:</b>	L3
<b>HOURS:</b>	37 hours
<b>PURPOSE OF POST:</b>	To maintain the school's attendance records, analyse data and produce reports and work with the headteacher and assistant head for attendance, to ensure that school attendance targets are met, and records are kept in line with statutory regulations

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

1. Maintain the school's attendance and punctuality records daily, including entering messages from parents regarding sickness and planned absences onto the school management information systems, managing student signing in/out, monitoring of staff registers, register checks and other daily tasks. Administer fire drill registers.
2. Making first-day absence calls/messages to parents/carers of students who fail to attend.
3. Analysing data and producing regular and ad-hoc reports, including Achievement and Rewards as required for the senior leadership team, phase leaders, EWO, and external agencies, including parents.
4. Ensuring that any unexplained absences are investigated and recorded in line with school policies and statutory requirements in conjunction with the senior leadership team/EWO.
5. Ensure absence letters are sent out on at least a weekly basis and any amendments to the registers are made as soon as possible to provide the leadership team with an accurate picture of our current attendance. Issue fixed penalty notices and prepare papers for subsequent legal action.
6. Monitor closely the attendance and punctuality of vulnerable groups closely, monitoring any trends and reporting any concerns directly to the senior leadership/EWO, producing specific reports for these students.

7. Attending regular meetings with the senior leadership team/EWO and family support worker to review any issues and monitor attendance targets and performance indicators
8. Any other tasks, including general administration support within the school office.

#### **DIMENSIONS:**

**Supervisory Management: N/A**

**Financial Resources: N/A**

**Physical Resources: N/A**

**Other:**

Physical Effort:

Working 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 focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

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

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 School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice)

**Physical Effort:** The job is likely to involve some lifting of equipment on a regular basis. Manual Handling training will be undertaken.

**Working Environment:** There is a requirement to deal with vomit and bodily fluids when children are unwell, and to participate along with the staff teams in regularly changing nappies and toilet training.

*'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.'*

*'CVs will not be accepted for any posts based in schools'.*

### Attendance Officer - Person Specification

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 candidate would be rejected

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

<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
Experience	Some experience in a general office environment.	1,2	Confident using Google and Excel.	1,2
	Experience of using word processing, spreadsheets, databases and IT packages.	1,2	Experience of working in a school environment.	1,2
			Working knowledge of Bromcom (MIS)	1,2
Skills/Abilities	Able to follow and work within procedures and guidelines.	1,2		
	IT literate and confident using a range of software.	1,2		
	Able to deal helpfully with colleagues, parents, pupils and senior management.	1,2,5		
	Able to add, subtract, multiply and divide, and reconcile expenditure figures.	1,2		
	Able to check information and maintain accurate records.	1,2,5		
	Able to write straightforward letters and read instructions.	1,2,5		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Competencies	Able to demonstrate: Appropriate motivation to work with young people.	1,2		
	Ability to form appropriate relationships with young people.	1,2		
	Emotional resilience in working with challenging behaviours.	1,2		
	Appropriate attitudes to use of authority and maintaining Discipline.	1,2		
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities	1,2		
Specialist Knowledge	IT literate with a good working knowledge of Excel, Word and use of the Internet	1,2,3,5	Some knowledge of School Management database systems and CPOMS.	1,2

Education and Training	Good general level of education with GCSE Level 4 and above in English and Maths or equivalent. First Aid	1,2,4	English and Maths qualifications.  First Aid Qualification or the ability to gain qualification.	1,2,4  1,2,4
Other Requirements	Willing to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods.	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 Luton Borough Council'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) and General Data Protection Regulation (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, 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.'***