



Support Service Team	Data Team
Job Title:	Attendance Officer
Grade:	5DT Grade 5
Post Objective:	To support and promote the smooth and efficient running of the school's administrative processes associated with student attendance
Accountable to:	Walnut Tree Data and Digital Services Team Leader & Lemara Raven
Responsibilities	Daily registers • Preparation and processing of student attendance/registration. Monitoring of students that are more than 15 minutes late to lessons (truancy). • Responding appropriately to telephone voicemail messages, emails and SMS correspondences and accurately recording relevant information onto Arbor • Recording and notification of pupil absence, including managing requests for known absences – such as sporting activities/extenuating circumstances/school trips, and authorizing as appropriate. • Using the School's systems, texting and/or emailing parents/carers asking them to explain absences and accurately recording any responses onto Arbor including following up any of the above where the parents/carers have not responded with a first day telephone call. • To maintain accurate attendance records relating to all areas of the student Arbor database including dual registered students. LAC daily attendance filled in on relevant portals. • Collaboration with other schools regarding shared families to ensure a consistent approach to attendance. Persistent attendance: • Reporting and follow-up of Persistent Absentees. To advise and escalate patterns of non-attendance within the Pastoral team through data driven processes • To liaise with Milton Keynes City Council school attendance team, seek advice and prepare referrals such as Fixed Penalty Notices and prepare for Attendance Interviews or escalating to Prosecution with follow up data. Administrative tasks: • Administrative support including word processing appropriate attendance admin. Such as absence letters, checking Attendance interview meetings, rewards, and communication with all stakeholders. (Staff, students, parents). • Issuing of correspondence to parents/carers concerning attendance, including invitations to wave 4 meetings, and ensuring that the minutes of such meetings are accurate and properly recorded in Arbor. • Removal as appropriate students from roll ensuring that their future education plans have been properly investigated. • To prepare documentation and meet Pastoral leaders/Leadership group/ Governors when required, such as termly team meeting and infrequent attendance interviews on year group/tutor group/student attendance statistics and actions. • Proactively track completion of class registers and missing registers with the relevant form tutor or lesson teacher on a daily and weekly basis and intervene when problems arise. Liaise with the teacher, inform subject leaders/PL's and

	Assistant Headteacher Pastoral. • Have contingency plans in place for staff to take registers e.g. lack of internet etc Policies and national guidelines: • To ensure the implementation and compliance of the Trust's attendance policies and equal opportunities policy. • Awareness of statutory deadlines e.g. census and ensuring that attendance data is up to date. • Researching and sharing Department for Education School Attendance Guidance/ other key sources on any updates and revisions as issued, and ensuring that any changes are incorporated into the school's policies and procedures • Share good practice across the Trust and engage in delivering or receiving professional development.
Generic responsibilities	• Undertaking such other responsibilities and ad hoc administrative duties that are reasonably requested by the Data Services Manager. • To attend the Pastoral meetings half termly. • To ensure the implementation of the Trust's equal opportunities policy. • To undertake training and development relevant to the post and in line with the school's priorities. • Other responsibilities as reasonably requested and commensurate with the grading of the post.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
Good standard of general education, including GCSE in English and Maths	E	A/I
Previous experience of dealing with attendance within a school setting.	D	A/I
Experience of working with students within an education setting	D	A
Skills		
Ability to work at pace with attention to detail	E	A/I
Excellent IT skills, including microsoft office, Teams, etc	E	A/I
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Highly organised, with ability to prioritise	E	I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Highly organised, able to prioritise the workload	E	I
Ability to build professional relationships with students based on respect.	E	A/I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application
 I = Interview
 T = Task/Activity
 R = References
