



JOB DESCRIPTION

TITLE:	Attendance and Administration Assistant
GRADE:	Grade C
WORKING WEEKS/ HOURS:	38 weeks; 33.75 hours per week
TIMES WORKED:	Monday to Friday 7.45am – 3.00pm
BASE:	Main office

ORGANISATIONAL ARRANGEMENTS:

Job holder: to be appointed

Reports to: Attendance Officer / Assistant Head: Attendance and Inclusion
Office Manager

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

To support the Main Office.

To support the Attendance admin for the School and the Attendance Officer

RESPONSIBILITIES/ACCOUNTABILITIES:

Main office

- Maintain the school website
- Maintain the school calendars that are displayed on the website
- Post to school social media as required
- Provide WP/Arbor support.
- Deal with enquiries from staff and students quickly and efficiently.
- Assist in maintaining an efficient filing system including archiving.
- Hold a First Aid certificate and support/deputise for First Aid room as necessary.

- Provide back-up support for Reception/staff absence.
- Use Arbor to print timetables, reports, etc. as required.
- Set up all Parent Evening events
- Coordinating the notifications of detentions to parent/carers
- Support the implementation of the school's behaviour policy, including rewards and sanctions
- Follow safeguarding policies and procedures at all times
- Produce, analyse, and distribute reports to Senior Leadership and Year Heads to support monitoring of attendance, behaviour, and students.
- Redact sensitive and confidential information in line with GDPR and school data protection policies
- Such other duties as may be reasonably allocated or directed within the purview of the post.

Attendance Admin

- Ensure accurate coding on registers for all students on RHP, those attending music lessons, trips, visits and interventions
- Monitor lesson registers daily and follow up when necessary
- Apply and administer school sanctions related to punctuality and attendance
- Monitor students on Stage 3 to ensure that absences are not authorised unless evidence is provided
- Produce attendance reports as and when required
- Manage and process exceptional leave of absence requests and follow up actions
- Update the weekly attendance tracker
- Monitor and distribute attendance rewards for identified students
- Log errors identified on registers for subsequent follow up
- Participate in staff meetings, professional development opportunities, and training sessions to stay informed on best practices related to student attendance and intervention.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

See Below - Appendix A for the details of the roles and responsibilities.

NOTES

- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the SLL – Pastoral.

Date Prepared: June 2026

Prepared By: Mrs Thomas, Assistant Head

Date Reviewed:

Reviewed By

Appendix A

- Reduced Hours Provision (RHP) timetable coding:
 - AA to Liaise with AO in order to establish which students are on RHP.
 - Ensure the correct codes are inputted accurately on the students who are on RHP registers to reflect the time they are attending school.
 - C2 to be used when not expected in school.
- Input coding correctly for:
 - Music lessons
 - Music teachers to share a list of names in advance (students who are signed up for the music lessons) so a note can be added to Arbor
- Trips and visits
 - Prior to trip-
 - Trip Leader to share a list of names in advance (students who are signed up for the trip) so a note can be added to SIMs
 - On departure an updated list must be shared with both reception and Attendance Admin so that the students codes can be imputed/ coded accordingly.
- Interventions
 - Prior to intervention-
 - MOS to share a list of names in advance (students who are signed up for the intervention) so a note can be added to Arbor
 - During the intervention an updated list must be shared with Attendance Admin so that the students codes can be imputed/ coded accordingly.
- Lesson Registration (Periods 1-6)
 - Check lesson registration. Send a reminder via Arbor for any outstanding lesson registers. Where possible physically go to the classroom to speak to the mos to ask why the register hasn't been completed.
 - Open the reduced timetable/alternative provision registers and update attendance codes, any student on a reduced timetable who does not attend when they are due is to be marked as unauthorised absence.
- Legal Registration P6:
 - All students who are marked as L for PM legal registration (P6) are set a Social DT for the next day and parents informed through Arbor
 - AA to set up a report that will run at P6
- Reporting
 - To use Arbor to create reports for attendance link meetings. Reports will detail SA/PA/Key groups by year group and whole school.
 - To update the half termly/termly/end of year comparison reports

- To produce the data for the LAC reports (Gov)
- Exceptional Leave of Absence
 - If a parent/carer informs a staff member of a planned absence, staff should ask the parent/carer to complete an exceptional leave of absence form. (Staff should not take responsibility for passing on a message or authorise the absence).
 - Monitor and action all exceptional leave of absence forms via the Google Form from the website in liaison with DHT
 - Respond to parents via the template response letter to either authorise or unauthorised the absence.
 - Respond to parent enquiries following the outcome of the decision for absence being made.
 - When a parent has requested leave that has been unauthorised for 10 sessions or more across the year the AA will activate a FPN.
- Attendance tracker
 - The attendance tracker/Arbor report for each year group is checked and updated weekly and in time for attendance link meetings between the AO, DOPA and SLT.
- Attendance Rewards
 - Gold Eref awarded for students with 100% attendance the previous week
 - Send out (or provide to be handed out in assemblies) Attendance certificates to those students with 95% or above to date (with no unauthorised absences)
 - whose attendance has improved over a period of time
 - with 100% attendance for that half term
 - Provide SLT Link and DOPA's with lists of students who have hit the criteria.
- Half Termly Attendance Reports
 - To liaise with DOPA and Attendance to send out half termly attendance reports to parents / carers
- Staff errors/missed registers
 - AO to keep a log and Inform SLT Link of members of staff who have missed two or more registers (on the day of the second missed register and then on the day of subsequent missed registers) in a half term period for follow up.
 - AO to keep a log and inform SLT Link of members of staff who have made errors on registers, in particular an error resulting in any safeguarding concern,
 - If it has resulted in a parent query email the member of staff asking them to respond to the parent on the same day