

# Portico Academy Trust



## Job Description

<b>Position:</b>	<b>Attendance Administrator</b>
<b>Grade:</b>	<b>Level 4 Points 4 to 7, £25,185 to £26,403 pro rata</b>
<b>Hours:</b>	<b>26 hours and 15 minutes per week, term time plus 5 INSET days</b>
<b>Responsible to:</b>	<b>Principal</b>

### **Purpose of Job:**

To work with pupils, parents, school staff and outside agencies to ensure the attendance of pupils across the school.

- Develop positive links with parents and children.
- To advise and assist parents/carers to maintain regular school attendance.
- Communicate clearly to parents/carers the attendance procedures and expectations of the school.
- Collate attendance data to enable identification and tracking of pupils and encourage them into school.
- Accurate recording of all telephone conversations and meetings with parents.
- Produce reports for Principal and Trustees as required.
- Developing and maintaining links with parents/children and outside agencies.
- Completion of Termly Register Reviews.
- Monitoring and ensuring correct Attendance Codes are entered in Class Registers on Arbor.
- Liaise closely and communicate clearly with appropriate members of staff and other agencies for the sharing and gathering of information, this may be confidential or of a delicate nature.
- Exercising good sound judgment in all communications.
- Book and organise attendance-related meetings with staff, families, and external agencies.
- Liaise with LA Attendance/Welfare services to confirm and share attendance information.
- Use absence record related information for forms such as EHE, Penalty charge and CME associated documentation.

### **General**

- To undertake any training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's Policies and practices in respect of both employment issues and the delivery of services to the community.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.
- Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.