

Attendance Officer

Role Profile

Main purpose

To improve attendance of students in school and develop systems that allows students to maintain high attendance

You will ensure there is appropriate liaison with parents, teaching and other staff as necessary, to provide holistic care for students with the student's knowledge and consent. You will also ensure a comprehensive and robust process of record keeping is maintained.

Key Accountabilities

Executive Headteacher, Associate Headteachers (Primary and Secondary), DSL/Safeguarding Coordinator

The post holder is line managed by the Associate Headteachers

Key tasks

- To work under the daily operational direction of the safeguarding Lead
- To manage data relating to the attendance and punctuality of students at school and in lessons and to manage and monitor tracking systems.
- To deal with attendance issues effectively and support other staff to do the same.
- To assist the Data Manager in completing Census returns on attendance by chasing outstanding unexplained absences by key dates each year.
- To maintain appropriate records and case files on individual students.
- To manage formal non-attendance procedures.
- To work with appropriate staff to develop individual action plans to improve attendance of individual students where their attendance gives cause for concern.
- To monitor the attendance of vulnerable students and liaise with relevant inclusion staff
- To raise the profile of improved attendance and behaviour throughout the school.
- To be responsible for the development and implementation of reward systems for excellent and improved attendance.
- To be responsible for the timely submission of relevant information to Phase Leaders (Primary), Heads of Year (Secondary), Senior Leadership Team (SLT), the Board of Directors (Governing Body) and other outside agencies.
- To be responsible for dealing with all enquiries relating to attendance – students, parents/carers and staff.
- To record, analyse and prepare documents for court procedures where the school has decided to take action against poor attendance and punctuality.
- To follow up and check any post-registration truancy.
- To organise administration of meetings as required.
- To develop and maintain specialist knowledge of attendance issues and best practice and provide advice and guidance to the SLT on matters relating to attendance. Interpret matters of policy and statute to ensure the school's compliance and initiate appropriate action. Develop expertise in all processes and procedures for the purpose of raising standards.

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General

- To be aware of, read, understand and comply with federation policies and procedures, especially those relating to confidentiality and data protection. To carry out all duties with regard to all school policies and values.
- To ensure compliance in safeguarding and promoting the welfare of children reporting all concerns to the appropriate person
- To participate in job related training as required

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.

Last reviewed: July 2019

Headteacher / line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

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Person specification		
	Essential	Desirable
Knowledge, Experience and Skills	GCSE or equivalent in English and Maths, grade C or above	Educated to A level or equivalent
	Experience of use of computerised systems and report generation	Previous relevant experience of working in a school or college
	Good working knowledge of various software packages including Microsoft programmes	Previous relevant experience of working as an Attendance officer
		Knowledge of SIMs software
Interacting and Presenting	Excellent team worker	
	Build good relationships and relates well to colleagues and students	
	Very good oral and written communication skills	
	An understanding of the importance of confidentiality	
Organising and Executing	Able to be an efficient timekeeper and able to organise and manage own time	
	Demonstrable attention to detail	
	Able to follow instructions systematically and work to deadlines	
Adapting	Ability to work productively in a pressurised, busy, deadline driven work environment	
	Ability to maintain a calm, helpful and positive attitude in a bust environment	
	Ability to deal sensitively with a variety of situations with teachers, students, invigilators, parents and exam board representatives	
	Ability to work flexibly (including flexible hours) according to the demands of the exam season	