Attendance Officer Job Description and Person Specification

Post title:	**Attendance Officer**
School:	**St Annes RC Voluntary Academy**
Pay range:	**Scale 4 TTO**
Line manager:	**SLT lead for attendance**

Job Description

Core purpose

- To provide a specialist admin service to help the Academy to raise achievement by improving school attendance and punctuality through efficient and effective administrative processes, procedures and reporting to support the Academy to meet its attendance targets;
- To promote positive attitudes by students and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.
- To form part of the administration team promoting a consistent approach to matters relating to attendance.

Specific duties and responsibilities

- Develop specialist knowledge of attendance and punctuality issues and best practice;
- Manage and monitor the completion of registers ensuring all registers are completed timely and accurately following up on missing marks and records of reason for absence;
- Undertake first day absence calls/texts and log information effectively;
- Liaise with parents/carers by telephone and in person regarding attendance issues including sensitive requests for medical evidence following absences;
- Be proficient and responsible for the use of Academy attendance monitoring software and any system this feeds into for statutory reporting such as the MIS for the school census returns;
- Supporting the Admin and Pastoral team with administrative tasks relating to attendance, including the organisation, communication and coordination of any events relating to attendance, including the production of certificates, booking of reward trips and any other initiatives relating to improving and maintaining outstanding attendance including making EWO referrals.
- Work with the admin and Pastoral teams to ensure the smooth running of Student Services.
- Produce and provide meaningful and accurate reports on student attendance and punctuality on a daily, weekly, termly and annual basis to facilitate and support effective short, medium and long term strategic decision making;
- Be fully aware of and carry out all work in line with Child Protection/Safeguarding procedures;
- Manage your own work load in line with the Academy priorities.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, safeguarding and special needs etc.

- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised and deadlines are met including the completion, recording and sending of suspension and permanent exclusion paperwork.
- Undertake general office duties within the office, answering telephone calls, face to face enquiries, photocopying, minute taking etc.
- Monitoring, tracking, completion and communication of attendance reward system to teachers, students and parents.
- Enter and retrieve data relating to students onto the MIS and other software packages as required;
- Scanning and filing letters onto the system;
- Ensure all letters are sent out to parents of identified students of persistent absence;
- Ensure messages are sent out to parents of absentees;
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined;

General responsibilities

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall aims of the Academy and Academy Improvement Plan
- To develop and implement own professional development and skills
- To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
- To demonstrate an excellent record of attendance and punctuality.
- Work cooperatively as part of the Academy wide staff team
- Possesses or must be willing to train for the First Aid at Work qualification as requested.
- All employees are expected to familiarise themselves and follow the Academy vision and ethos

The Attendance Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Date: Feb 2023

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Person Specification

Education and Training -

- Further or Higher Education
- NVQ3 or equivalent qualification or experience in Business Administration or other relevant discipline
- Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.

Knowledge

- Previous working knowledge of SIMs database or similar
- A sound knowledge of a range of computer applications including high level knowledge of MS Office
- Ability to create and analyse complex data
  Knowledge of relevant policies, legislation and codes of practice
- Previous experience of administrative computer systems Previous experience of working within an educational setting Previous experience of working within a team
  Significant experience of administrative processes

Professional Skills

- Excellent communication and interpersonal skills
- Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the Academy, parents, LA, suppliers, clients, professional advisers and others
- Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.
- Excellent organisational skills with a willingness to respond positively to changing circumstances.
- Good time management skills

Personal Qualities

- Confidence and independence to work using own initiative Assertive, enthusiastic, motivated and committed
- Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.
- Resilience and ability to build and maintains effective relationships with colleagues.
- To be professional and confidential with the ability to deal with complex student matters.
- Commitment to Equal Opportunities.
- Suitability to work with children. Enhanced DBS check.