



## Job Description

**Post Title:** Attendance Administrator

**Contract:** Permanent, Term-Time Only Plus 5 Days

**Line Manager:** Headteacher

**Pay Range/Grade:** £20,987 – £21,657 per annum

**Hours:** 37 hours per week

**Location:** Appleton Academy

### Job Description

#### **Prime Objectives of the Post:**

- To maintain accurate data related to all pupils' attendance on the Academy's Information Management System
- To make first-day absence calls to parents in a timely manner, reporting results to Senior Leadership Team
- To provide support for children and their families and provide life-long learning opportunities.
- To support children and parents/carers in maintaining high standards of attendance.

#### **Supervision & Guidance**

- To work under the guidance of the Attendance Leader and Senior Attendance Administrator.

#### **Range of Duties**

Support the whole school community by:

- Being aware of vulnerable groups or identify pupils causing concern, reporting to Senior Leadership in accordance with prescribed procedures
- Providing a first line of contact for parents reporting pupil absences
- Making the first day contact calls for all absentees and to follow up texts sent to parents
- Contacting parents, by telephone, of those students identified as vulnerable due to attendance issues
- Monitoring pupils who are PA to ensure they are on track
- Following the Academy's missing student procedures ensuring that vulnerable students are appropriately safeguarded
- Ensuring that absences are reported promptly to Heads of Year and School Based Social Worker when necessary
- Maintaining systems that relate to pupil absence, updating on a daily basis monitoring and managing the SIMS electronic registration process, ensuring that student absences are identified quickly

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- Undertaking home visits for absent pupils and transporting learners to school using the Academy minibus and liaise with Alternative Providers/transport providers
- Working with and training new staff to develop their understanding of compliance regulations
- Ensuring that the Academy's registers are correctly completed, following up temporary marks with the Senior Attendance Administrator and Attendance Leader
- Providing absence data and regular informative reports for Senior Leadership Team, as prescribed by the Heads of School and Executive Headteacher

### **Working with Stakeholders**

- Promoting family relationships, engaging parents as co-educators of their own children and developing positive working relationships with families.
- Maintaining regular contact with families/carers of learners in need of support, to keep them informed of the learner's needs and progress
- Improving communication and understanding between parents/carers and the Academy; attending meetings and visiting homes as appropriate; reporting to academy management and academy staff on a regular basis.

### **Responsibility for assets, materials etc**

- A responsibility to maintain the confidential nature of information relating to the Academy and its learners.
- The provision, use and storage of equipment and materials prepared by the postholder and used by the learners with whom the postholder is working.
- General responsibility for the care of all equipment and materials within designated areas.

### **General**

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Community Cohesion and Race Relations Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review



## **Person Specification**

### **Attendance Administrator**

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"><li>• GCSE Maths &amp; English Level C or above</li><li>• Evidence of further education or training</li></ul>	<ul style="list-style-type: none"><li>• NVQ Level 3 or equivalent</li><li>• Qualifications to work with young people</li><li>• Completion of specific CPD</li></ul>	<ul style="list-style-type: none"><li>• Application</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience working of working with children/families in a school or other related organisations</li><li>• Experience using Microsoft Office, Office 365, Arbor and complex databases with excellent IT skills.</li><li>• Working independently and with others</li></ul>	<ul style="list-style-type: none"><li>• Working with external agencies involving children and young people</li><li>• Experience of the penalty and prosecution system</li><li>• Experience of enabling families/carers to access support agencies</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
Specialist Knowledge	<ul style="list-style-type: none"><li>• Needs of children and their families.</li><li>• Knowledge of up-to-date legislation surrounding attendance and non-compliance with statutory regulations</li><li>• Safeguarding and attendance monitoring procedures</li></ul>	<ul style="list-style-type: none"><li>• The scope of external agencies in supporting families and young people</li><li>• Knowledge of how to access support.</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
Practical/Intellectual Skills	<ul style="list-style-type: none"><li>• Clean driving licence</li><li>• Good oral and written communication skills; good interpersonal skills</li><li>• The ability to deal sensitively with people</li><li>• The ability to relate well to people of all ages and backgrounds</li><li>• The ability to respond to complex situations</li><li>• The ability to respond calmly to a variety of situations</li><li>• A non-judgmental approach</li></ul>	<ul style="list-style-type: none"><li>• Complete Minibus driving test</li><li>• The ability to explore sensitive issues, with tact and patience</li><li>• the ability to keep accurate records</li><li>• Ability to analyse and interpret data and present it in a useful form to students and staff</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to analyse, interpret and understand relevant data and present it in useful forms to students, staff and parents</li> <li>• A clear understanding of confidentiality issues</li> <li>• A clear understanding and competence in using ICT</li> </ul>		
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**Purpose of the Role:**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Signature of post holder** \_\_\_\_\_ **Date** / /

**Signature of Headteacher** \_\_\_\_\_ **Date** / /

