

Attendance Administrator **37 Hours, Term Time Only** **Scale 5**

Role:

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.

Safeguarding

To uphold the Academy's Policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Line Management

Line managed by the appropriate Head of School.

Meet regularly with the line manager to ensure clarity of understanding of a range of issues.

Specific duties:

Support the whole school community by:

- Being aware of vulnerable groups or identify students, 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 student absence, updating on a daily basis monitoring and managing the SIMS electronic registration process, ensuring that student absences are identified quickly
- 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 Assistant Headteachers responsible for attendance in each phase
- Producing analysis of absence data and regular informative reports for Senior Leadership Team, as prescribed by the Heads of School and Executive Headteacher

- Gathering evidence to support the prosecution and penalty process
- Facilitating the sharing of information within the academy.
- Working alongside the Pastoral Team to ensure appropriate intervention is put in place to facilitate rapid progress within school

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
- Arranging and running attendance workshops for parents and carers throughout the community
- Working with families in improving attendance of learners, including arranging and attending attendance panel meetings
- Supporting families in need, working in collaboration with other providers.
- Improving communication and understanding between parents/carers and the Academy; attending meetings and visiting homes as appropriate; reporting to governors, academy management and academy staff on a regular basis.

Resource Management

Manage the resourcing by:

- * Researching, developing and sharing resources, ensuring adequate and strategic provision of materials to support families and attendance
- * Working with colleagues in planning time to develop resources and advise the line manager of resource requirements

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 Equality 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

Personnel Specification

Post Title: Attendance Officer

Attributes	Essential	Desirable	How Identified
Physical	<ul style="list-style-type: none"> • Good health and sufficient stamina to cope with a demanding role 		<ul style="list-style-type: none"> • Application
Qualifications	<ul style="list-style-type: none"> • GCSE Maths & English Level C or above 	<ul style="list-style-type: none"> • Qualification to work with young people • Social work, Youth work, Counselling, qualification and/or experience 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Experience working of working with children/families in a school or other related organisations • Use of management information systems (SIMS etc) and associated ICT 	<ul style="list-style-type: none"> • Experience of the penalty and prosecution system • Experience of developing a new initiative and evaluating its impact at an organisational level • Experience of enabling families/carers to access support agencies 	<ul style="list-style-type: none"> • Application • Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Needs of children and their families. • Knowledge of up-to-date legislation surrounding attendance and non-compliance with statutory regulations • Safeguarding and attendance monitoring procedures 	<ul style="list-style-type: none"> • The scope of external agencies in supporting families and young people • Knowledge of how to access support. 	<ul style="list-style-type: none"> • Application • Interview
Practical/ Intellectual Skills	<ul style="list-style-type: none"> • Clean driving licence • Good oral and written communication skills; good interpersonal skills • The ability to deal sensitively with people • The ability to relate well to people of all ages and backgrounds • The ability to respond to complex situations • The ability to respond calmly to a variety of situations • A non-judgmental approach • Ability to analyse, interpret and understand relevant data and present it in useful forms to students, staff and parents 	<ul style="list-style-type: none"> • Complete Minibus driving test • The ability to explore sensitive issues, with tact and patience • A clear understanding of confidentiality issues • A clear understanding and competence in using ICT • the ability to keep accurate records • Ability to analyse and interpret data and present it in a useful form to students and staff 	<ul style="list-style-type: none"> • Application • Interview

