

JOB DESCRIPTION

Job Title: **Attendance Officer**

Reports to: **Business Manager**

Pay Grade: **Kent Range 5**

Purpose of Job:

To undertake all administrative tasks associated with the recording, management and monitoring of attendance; working with individual pupils and their families to improve attendance.

Principal Accountabilities:

- Ensure the electronic registration system is updated daily investigating any missing data
- Record student absences and late arrivals on SIMS, maintaining accurate attendance records
- Act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies
- Make initial enquiries with parents/carers regarding unexplained absences or lateness – including first day calling/messaging
- Work with individual students and their families regarding strategies to improve attendance/punctuality ensuring records are kept and feedback provided to the SLT and other staff as appropriate
- Monitor the attendance of pupils referring concerns to the SLT
- Support the SLT at formal meetings with parents to discuss attendance concerns - taking follow up actions as agreed
- Promote incentives for improving attendance within the school including attendance certificates and prizes
- Issue routine correspondence to parents regarding attendance in accordance with school procedure
- Liaise regularly with the school's Family Liaison Officer regarding attendance concerns and procedural updates
- Assist the SLT with the administration of referrals to the education welfare service or issuing of penalty notices
- Collate attendance data producing routine reports and prepare statistical returns regarding attendance
- Cover reception duties during staff absences
- Undertake any other tasks requested by the SLT, Business Manager and Office Manager

General:

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Executive Headteacher.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Performance Review Process.