Sandwich Technology School



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| **Role Title** | Attendance OfficerTerm time only plus six days |
| **Job Purpose****Principal Accountabilities** | To manage all aspects of attendance. To be responsible for the maintenance of accurate data records. To provide support to the Data Manager for the school census with regards attendance data.* To ensure that all school procedures relating to attendance and lateness are followed and recorded.
* To implement the school policy on procedures and sanctions relating to attendance.
* To provide a range of reports relating to all aspects of attendance.
* To ensure that all students’ records are kept up to date.
* To manage the school student records in the central records area.
* To provide attendance related administrative support for the Data Manager
* To liaise with parents and pastoral staff with regard to attendance
* To complete home visits where necessary
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| **Competencies** | * Reliability
* Excellent verbal and written communication skills and ability to communicate in a clear and professional manner.
* Ability to relate to staff, students and parents in a professional manner
* Ability to prioritise own workload
* Professional personal presentation
* Team player
* Good IT Skills
* Attention to detail
* Strong organisational skills, the ability to balance a variety of tasks simultaneously and work under pressure.
* Ability to perform tasks with minimum supervision and work on own initiative.
* First Aid trained (or willing to become First Aid trained)
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| **Performance Measures** | There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. |
| **Standards and Quality Assurance** | * Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Uphold the school's behaviour code and uniform regulations
* Participate in appropriate staff training
* Attend relevant team and staff meetings
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The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation.  This job description does not form part of the contract of employment.

You must also uphold the highest standards in respect of Child Protection.

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**Name:**

**Date Appointed:**

**Pay Scale: STS range 5**

**Line Manager:**

**Performance Manager:**

**Signed:**

**Date:**