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| **JOB DESCRIPTION: Attendance Officer and Health Care Assistant** | |
| **Hours**: 31hours 40 mins per week  (8:15-3:35, 1 hour lunch)  38 weeks per year, term time | **Grade: KR5**  **Reports to**: **Head Teacher** |
| **MAIN PURPOSE OF THE JOB**   * To organise and manage medical needs within the school including administering first aid. To complete all statutory documentation relating to medical, first aid and health care needs in school. * To contribute to raising achievement by improving school attendance. To take a lead role in supporting the school in meeting their obligations and targets in relation to school attendance, especially persistent absence. To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities. | |
| **Key duties and responsibilities:**  **Health Care:**   * Provide first aid to all pupils and staff at all points of the school day and be responsible for the well-being of sick pupils. * Maintain health records, daily first aid records and logs in line with statutory requirements. * Produce and monitor pupil medical care plans. * Liaise with external support services and medical professionals to ensure that all health care needs are being managed. * Dispense prescription medication and complete all documentation in line with statutory requirements * Maintain health care room and first aid resources across the school so that resources and equipment are in date and restocked. * Contact parents and carers as appropriate * Prepare medical information for staff when on school trips. * Act as the reporting person for RIDDOR and health protection agency. * Assist in the personal and intimate care needs of pupils * Support the formulation of, and adherence to, all statutory medical and health related policies.     **Attendance**   * Monitor daily attendance including lateness of all children in the school and lead on first day calling. * Monitor attendance, daily, weekly, termly, and annually to identify and draft plans for facilitating good school attendance in specified timescales. * Meet with parents and other stakeholders to identify individual problems and possible solutions. * Establish the reason for non-attendance and lateness, agree plan with parents and carers for facilitating a return to school using appropriate strategies within specified timescales. * To liaise and work with senior leaders in school and be the contact between school and external support services. * To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school. * To support pastoral support and senior leaders in school by advising them on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance. * To work on initiatives which raise the awareness of school staff, parents, and the community on the importance of school attendance. * Be responsible and accountable for attendance levels in school including average attendance, persistent absence and punctuality.   Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school. | |

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|  | **CRITERIA** |
| **EXPERIENCE** | * Experience of working in an attendance and/or medical role * Experience of paediatric first aid * Experience of drafting reports and correspondence. * Experience of working with parents and families, preferably within an educational context * Experience of managing difficult conversations. |
| **SKILLS AND ABILITIES** | * Ability to write to a good standard of literacy to include excellent report and letter writing skills. * Excellent interpersonal and organisational skills when dealing with all levels of staff, parents/carers, and external service providers. * Computer literacy – ability to produce a range of documents and reports using a variety of applications. * Ability to analyse data. * Ability to meet tight deadlines and plan and manage own time effectively. * Ability to organise own workload * Ability to listen effectively * Ability to maintain accurate and up to date records that are in line with statutory requirements. * Ability to use initiative and a take proactive approach based on finding solutions to any given problems * Ability to cope with conflict situations, manage difficult and sensitive conversation to a successful outcome * Understand and comply with procedures and legislation relating to confidentiality and GDPR * Willingness to undertake necessary and relevant training. |
| **KNOWLEDGE** | * Knowledge of safeguarding procedures and practices within a school environment. * Awareness of Data Protection and confidentiality issues. * Understand the implications of poor school attendance on children’s life chances. * Knowledge of strategies to improve school attendance and punctuality. * Knowledge of paediatric first aid. |

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