

Ursuline College



Job Description/Person Specification

Attendance Administrator

Line Manager:	Senior Leader responsible for Student Attendance
Grade:	KR6
Hours per week:	37
Weeks per year:	41 (38 weeks term time plus 1 week INSET plus 2 weeks during school holiday periods)

Main Purpose of Job:

- To support the designated SLT lead on Student Attendance, providing a high quality administration support service for the management of student attendance in school

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

General Administration Duties

- To maintain high personal professional standards of attendance, punctuality, appearance and conduct, and develop positive relations with students, parents and staff
- To support the school office function in any task necessary to ensure the smooth running of the school
- To evaluate and improve your own practice and to take responsibility for your continuing professional development
- To maintain portfolio of evidence to support the performance management process
- Student mentoring
- To perform any other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by the line manager.

Specific Duties and Responsibilities:

- To help develop systems and strategies to improve attendance levels for the whole school and enable the school to meet targets set
- To oversee day-to-day operation of the attendance function in the school and ensure completeness of attendance data on a daily basis in SIMS
- To oversee the absence calling system ie first call home/text follow-up for parents and ensure any returning data is entered onto SIMS
- To undertake daily monitoring for LAC students and ensure the Welfare Call email is sent daily

- To send text messages to parents on attendance issues as directed by senior managers
- To support the school's designated 'late' procedures and ensure all late students to school are registered/recorded accurately in SIMS
- To work with new and supply staff to ensure that the school system of registration is followed by all staff
- To ensure that school registration systems are correctly administered and report on the quality/accuracy of the registers
- To complete Penalty Notice requests and build portfolio of supporting documentation
- To liaise and meet with staff, students, parents and external agencies on matters relating to attendance, in particular any persistent absentee student.
- To provide accurate and timely monitoring reports/statistics for staff, governors, local authority and KCSP as required
- To provide regular attendance reports to pastoral leaders and senior leadership team as required
- To support the SLT lead on attendance to ensure the school complies with legislation regarding attendance
- To attend regular meetings with the SLT lead on attendance as directed.
- To attend Pastoral Leader meetings as and when required
- To pass on and share knowledge gained, as appropriate, to ensure maximum use of resources across the whole school

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.

Person Specification:

Criteria		Essential	Desirable
Skills, Knowledge & Abilities	Excellent communication skills with ability to influence at senior level within the organisation	✓	
	Ability to organise, manage and prioritise workload effectively	✓	
	Ability to work using own initiative	✓	
	Ability to work as part of a team and lead where appropriate in area of expertise	✓	
	Detailed knowledge of SIMS.net and operational school processes including pupil attendance and admissions	✓	
	Ability to deliver a customer focussed approach	✓	
	Strong analytical skills with proven problem-solving ability	✓	
	Ability to adapt to an ever-changing environment	✓	
	Suitable to work with and relate to students within the 11-19-year-old age group	✓	
	Working knowledge of Data Protection Act	✓	
Previous Experience	Minimum of 2 years' recent experience in undertaking administration/secretarial duties	✓	
	Excellent I.T Skills, with proven competency in the use of Microsoft WORD and EXCEL	✓	
	Experience of using SIMS software		✓
	Strong analytical skills	✓	
	Experience of providing a quality customer service	✓	
	Experience of working in a school office environment		✓
Qualification / Training	Good general standard of education – preferably with GCSE Maths and English or equivalent	✓	
	ECDL Level 2		✓
	First Aid qualification		✓
	Willingness to undertake further training as required	✓	
Other	Flexible approach to working hours to meet the needs of the organisation	✓	