

# Garlinge Primary School and Nursery

## JOB DESCRIPTION

Job Title:	<b>Attendance Assistant</b>
Reports to:	<b>Business Manager</b>
Pay Grade:	<b>Kent Range 4</b>

### Purpose of Job

To undertake administrative tasks associated with the recording and monitoring of attendance data working alongside the Attendance Officer to ensure pupils and families recognise the importance of 100% attendance as a key factor in securing academic success.

To provide an efficient reception service to support the smooth operation of the school and to always promote the school in a positive manner to staff, pupils and visitors.

### Principal Accountabilities

- Ensure the electronic registration system is updated daily, investigating any missing data.
- Record student absences and late arrivals on the school's management information system, 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.
- Ensure records of pupils participating in off-site education/visits are accurate and up-to-date.
- Produce a daily emergency register in a timely manner.
- Issue routine correspondence to parents regarding attendance in accordance with school procedure.
- Liaise with the school's Attendance Officer regarding attendance concerns/data providing updates to staff as requested.
- Organise attendance meetings and take minutes when required.
- Assist with preparations of attendance reward schemes and promote incentives for improving attendance within the school, including producing attendance certificates and organising rewards.
- Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in/out in accordance with school procedures.
- Answer enquiries received in person/by phone or via emails – responding to queries/relaying messages and acting on instructions as needed and referring on where appropriate.
- Undertake a range of administrative tasks to support the efficient operation of the school including word processing/data entry/filing.
- To accompany the Safeguarding Team to carry out home visits covering staff absence when required.
- Cover other attendance/office duties during staff absence.
- Undertake other assorted tasks when directed by the Office Manager/SBM.

## Garlinge Primary School and Nursery

### 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 in 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 during working hours as required.
- Undertake professional duties that may be reasonably assigned by Senior Leaders.
- 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 appraisal process.**