**Job Description**

**Post:** Attendance Officer

**Salary:**  Kent Range 5

**Responsible to:** Deputy Headteacher

PRINCIPAL ACCOUNTABILITIES

Complete attendance daily including any first day absence calls. This includes:

● Input attendance data and investigate any missing data, maintaining accurate attendance records, including Covid related absences and unexplained lesson absences.

● To ensure the electronic registration system is updated daily investigating any missing data with class teachers.

● To record student absences and late arrivals on our Management Information System, maintaining accurate attendance records.

● To make initial enquiries with parents/carers regarding unexplained absences/lateness - including first day calling.

● To monitor the attendance of students referring concerns to the Deputy Head.

● To support the process and action student holiday requests.

● To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.

● To assist the Deputy Headteacher with the administration of referrals to the education welfare service/issuing of penalty notices.

● To support with routine liaison with external agencies regarding attendance - eg EWO/Attendance Services.

● To support the Deputy Head in collating attendance data producing routine reports and prepare statistical returns regarding attendance and submit to reporting bodies where appropriate.

● Be aware of attendance issues and patterns of absence/late arrivals.

● Contact with parents over all aspects of attendance including written correspondence when required.

● Produce attendance reports for Deputy Headteacher on a weekly basis and other individual reports when requested.

● Oversee Social media and marketing, by liaising with Phase Leaders to ensure they are posting at the delegated time. Maintain Parent Diary and ensure Parent Mail communication are sent out in advance reminding of events

● continue to liaise with identified, local stores regarding promotion of the School.

CORPORATE RESPONSIBILITIES

● To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

● Familiarise yourself with and conform to school policies and procedures.

● Undertake any other duties as required, commensurate with the post.

● Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.

 ● Contribute to the overall work/aims of the school and appreciate and support the role of

 colleagues and other professionals to enable the school fulfill its development plans etc.

Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.

NECESSARY EXPERIENCE

* Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills.
* Previous experience (1-2 years) of working in an office.
* Use basic technology (computer, video, photocopier)
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.

JOB CONTEXT

* The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
* The post holder must have good communications skills to be able to inform, persuade, inspire and motivate and provide feedback to other professionals and parents as required.
* From time to time, any other reasonable task as directed by the Headteacher which falls within the purview of the post.
* This job description is not a legally binding document but provides a framework in which to work. The purpose of this document is to enhance professional practice and development.

|  |
| --- |
|  SIGNED ………………………………………………….. (Employee)  Date ………………………………  |
|  SIGNED …………………………………………………..(Line Manager) Date ………………………………. |
|  SIGNED ………………………………………………….(Headteacher) Date ………………………………  |