

Garlinge Primary School and Nursery

JOB DESCRIPTION

Job Title:	Attendance Officer
Reports to:	Business Manager
Pay Grade:	Kent Range 5

Purpose of Job

To support the school in ensuring that pupils and families recognise the importance of 100% attendance as a key factor in securing academic success.

To work alongside the Attendance Assistant to monitor and report on whole-school attendance data, analysing data to identify key areas of concern.

In liaison with the Safeguarding Team, Inclusion Team, Senior Leaders and the Local Authority Attendance Service, to take supportive and remedial action in respect of individual absent students to secure regular attendance.

Principal Accountabilities

- Ensure attendance records are accurate and complete, and follow up any incomplete data.
- Follow up on any unexplained absences escalating issues as appropriate in line with the school Attendance Policy.
- Identify pupils that require additional support to improve their attendance.
- Monitor the attendance of pupils, updating the school monitoring report and sharing data with the relevant staff to address attendance / safeguarding concerns.
- Analyse attendance and punctuality trends and share information at attendance monitoring meetings and local authority Targeted Support meetings.
- Meet with the key staff to agree actions in line with the school Attendance Policy.
- Initiate and oversee the administration of absence procedures, for example parent letters, attendance meetings and engagement with local authorities/other external agencies.
- Take minutes at parent attendance meetings and monitor agreed actions.
- To implement reward schemes and promote incentives for improving attendance within the school.
- To accompany the Safeguarding Team to carry out home visits covering staff absence when required.
- Cover other office duties during absence.
- Undertake other assorted tasks when directed by the Office Manager/SBM.

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.

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- 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.