

## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Post Title:** Attendance Officer (Secondary)

**Reporting to:** Assistant Headteacher or Office Manager

### Purpose

- To provide comprehensive administrative/organisational support service for the Headteacher and staff by monitoring the attendance and punctuality of pupils and ensuring that all relevant information is provided for staff to action as appropriate.
- To act as a representative of the school in working with the Attendance Advisory Service to Schools and Academies (AASSA), liaising with staff, parents and pupils as appropriate.

### Accountability

- To check registers on a daily basis, ensuring staff update as necessary, monitoring attendance and making referrals to Heads of Year in regular meetings.
- To provide a first day / daily contact using the appropriate system and personal telephone calls, recording all information on the relevant MIS.
- To check on absent pupils, telephoning parents as necessary, maintaining careful records and chasing up appropriate documentation.
- To liaise regularly with Attendance Advisory Practitioner (AAP), supplying information as required and acting as a liaison with Heads of Year if necessary.
- To participate in meetings with AAP / Heads of Year, parents and pupils.
- Follow up and unauthorised absences and refer concerns to AASSA.
- To work with key personnel (attendance) and AASSA to organise attendance workshops, clinics and meetings, liaising with pupils and parents / carers in the process.
- To record late pupils and provide information for Heads of Year.

- To oversee pupils signing in/out in the course of the school day including manually inputting attendance data whenever necessary.
- To check individual termly attendance records and prepare attendance certificates in line with academy policy.
- To co-ordinate all requests for holiday leave, informing parents / carers of outcome.
- To support Heads of Year, if necessary, in interviews with parents where attendance/punctuality is an issue.
- To work with Heads of Year, Heads of House, where appropriate, and the Senior Leadership Team to improve attendance and punctuality through rewards and sanctions.
- Register all pupils at the start of each public examination, where appropriate, and liaise with the Exams Officer regarding any absences.
- Update Attendance Policy, in conjunction with line manager.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed ..... Date .....  
 On behalf of The Skills for Life Trust

Signed..... Date.....  
 Employee

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
A good standard of education.	*	
Previous experience of working in an educational based environment.		*
Previous experience of undertaking administration duties within an office environment.	*	
Good ICT skills with previous experience of using Microsoft packages such as Word, Excel and Outlook and Management Information Systems	*	
Excellent verbal communication skills for dealing with enquiries from pupils, teachers, parents, Governors and other visitors.	*	
Ability to work as part of a team	*	
Experience of effectively using a range of specialist ICT packages to support different office functions, such as ParentPay or equivalent.		*
Ability to work on own initiative and prioritise workload	*	
Ability to deal with conflict in a calm and controlled manner.	*	