**JOB DESCRIPTION**

**Designation**: Attendance Officer

**Responsible to**: Deputy Headteacher who oversees Attendance

**Grade**: FST grade 5

**Working pattern:** Full time, 37 hours per week, term time + INSETs + Additional evenings (such as Year group parent’s evenings)

8am – 4pm Monday to Thursday and 8am – 3.30pm Friday

**1. Purpose**

To administer and improve the attendance and punctuality of the students at the academy. Ensure accurate attendance data input and information retrieval.

**2. Accountability**

* Track attendance for every student daily – inform relevant staff members of key absences, instigate first day calling phone calls and texts to parents.
* Ensure attendance registers are updated with the relevant information such as late, medical appointments, illness etc.
* Log record all late student arrivals in school recording reasons (e.g cancelled bus) and times.
* Work closely, on a daily basis and as a team, with the Family Liaison Officer, year teams, SEN and other inclusion staff to ensure the whereabouts of each student is ascertained in a timely fashion and each student is holistically supported overall to improve their attendance and progress. (collection of work, set up of individual interventions etc)
* Daily interaction and work with contact of parent/guardian, speaking to students, speaking to and requesting form tutor/Head of year /SSM/ other key members of staff feedback or action to support a student’s attendance.
* Contact parents to follow up confirmation of reasons for unauthorised absence or any other missing information by phone call, to ensure records are accurate.
* Provide a point of contact for students and parents to deal with any problems that arise in the first instance or refer them to ensure that problems are dealt with effectively whilst maintaining a positive school image.
* Contact year teams, Family Liaison Officer, SEN team or other key staff should students be alerted as absent during the school day.
* Request medical evidence provision from parents in addition to processing and sending out a range of attendance related letters and information to parents and guardians.
* Monitor and record pupil applications for holiday leave/extra educational activities to ensure school procedure is followed, complete a penalty notice for the local authority if necessary. Liaise with the Exam Officer where necessary.
* Active contribution to the safeguarding measures of the academy including provision of the following information to the regular safeguarding team meeting: list of students who have not been seen for 10 consecutive days and the current attendance data for all students on the safeguarding team agenda.
* Completion of all Child Missing Education submissions to Local Authority in line with advice from DSLs/SLT.
* Updating of fire registers and maintenance of all data relating to this aspect of safety.
* Log and maintain all information – contact home, interventions, preventative work, AIM meetings, SLO referrals, contact with students etc in a comprehensive and timely fashion ready for easy extraction and presentation to support court or safeguarding cases.
* Meet termly with the year team to ensure all support is collated and put in place and the next intervention is set up if required. Contact with year teams/FLO/counsellor/inclusion/mentor etc. as required.
* Work with and maintain active and positive relationships with outside agencies e.g Doctors, SLO service, Early help, Child Employment (if permits required) or other schools / places of education.
* Liaise with the Local Authority and SLO regarding students with low attendance. Arrange and attend preventative/Attendance Improvement Meetings for parents/students with SLO regularly.
* Inform parents of Penalty Fine warnings and formal other formal processes. Track the penalty fine process, writing to parents once warning periods’ completed. Complete court proceedings paper work for the local authority and provide and collate all evidences of the Academy’s input and support as requested for the court process.
* Provide attendance data for staff teams in the academy to use to support their different attendance reward systems. E.g HoY term assemblies, most improved / 100% attendance etc
* Provide overall and comparative attendance data, at least termly, for the SLT, Governors and OFSTED on the patterns and break down of various different groups of students. E.g Vulnerable, PP, SEN, gender etc.
* Engage in professional development opportunities and relevant support meetings to improve skills in usage of SIMs, strategies for the academy and the enhancement of the management of the Attendance role.
* Actively seek out examples of good practice and effective interventions to support good attendance across the Academy. Contribute to the academy’s strategic development in its efforts to raise the attendance of its students.
* Work in close collaboration with the existing Attendance Officer and those within the Trust.

**3. Person Specification**

* At least a pass in GCSE or equivalent in English and Mathematics
* Effective communication skills, both written and verbal
* A professional manner
* Computer literate with Microsoft Office to an advanced level (Word, Excel, PowerPoint, Outlook)
* Ability to work under pressure and to deadlines
* Ability to work as part of a team
* Self-motivated with the ability to work on own initiative and prioritise workload
* Experience in an administrative environment
* Ability to find solutions to administrative problems
* Ability to maintain confidentiality inside and outside the Academy

**Desirable Criteria**

* Experience of using SIMS database
* Working knowledge of the Data Protection Act

**4. Organisation**

* The postholder will be line managed by the Deputy Headteacher and will be expected to participate in the performance management process.
* The postholder will have daily contact with staff, students and visitors and would be expected to liaise with senior management.

**5. Additional duties**

* Attend team meetings and staff meetings as required
* Attend additional meetings which take place outside of the normal working hours, such as parental evenings, CPD
* Undertake any additional responsibilities requested at any time by the Academy leadership team
* To support with Academy administrative duties as required

**Health & Safety Statement**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

**Safeguarding Statement**

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.