



- To make initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / texting.
- To process and action pupil holiday requests.
- To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure.
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance.
- To promote incentives for improving attendance within the school – including attendance certificates and prizes

**Individuals in this role may also undertake some or all of the following:**

- Demonstration of tasks to more junior colleagues

**GENERAL**

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- To have DSL training to support the attendance officer role.
- Carry out home visits with a member of the SLT when required.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
- To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder..... Date  
 .....

Head Teacher.....  
 Date.....



## Person Specification: Attendance Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                             | <b>CRITERIA</b>   |
|-----------------------------|---|
| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent.</li> </ul>  |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>Experience of development, management and operation of administrative systems.</li> <li>Experience of using Attendance Modules in Arbor is desirable.</li> </ul>   |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>Literacy and numeracy skills.</li> <li>Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions.</li> <li>Supervisory skills.</li> <li>Interpersonal, organisational and administrative skills.</li> <li>Ability to develop and maintain effective computerised and manual filing systems.</li> <li>Ability to organise and prioritise workload to achieve deadlines.</li> <li>Ability to investigate complex queries and anomalies when required.</li> <li>Ability to take accurate notes and minutes of meetings.</li> <li>Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned.</li> <li>Co-ordination skills when arranging meetings and appointments and arranging client care when required.</li> <li>Ability to monitor and process accurate financial records.</li> <li>Commitment to equalities and the promotion of diversity in all aspects of working.</li> <li>Able to use own initiative to solve problems and respond proactively to unexpected situations.</li> <li>Able to deal calmly, tactfully and effectively a range of people.</li> <li>Ability to show sensitivity and objectivity in dealing with confidential issues.</li> </ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"> <li>Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.</li> <li>Knowledge of the School's Record Retention Policy.</li> <li>An awareness of Freedom of Information (FOIs) and Subject Access Request (SARs) procedures and protocols.</li> <li>Knowledge of a range of IT systems.</li> <li>Knowledge of computerised and manual filing systems.</li> <li>Awareness of Data Protection and confidentiality issues.</li> <li>Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to health and safety</li> </ul>  |