



WILMINGTON GRAMMAR SCHOOL FOR GIRLS
Parsons Lane Wilmington Kent DA2 7BB
Telephone: 01322 226351

Job Description

Job Title: **Attendance Officer - 5 days per week (Term time plus 10 additional days) - 8-4pm**
Salary: **Grade 4 actual salary £17,760- £18,317 pa**
Responsible to: **Office Manager**

Overall Job Purpose

- Responsible for the monitoring and recording of student attendance across the school including 6th form. This will include close working with Heads of Year and supporting them in ensuring attendance is maintained at high levels across the school.

Specific Duties

- Recording absences on SIMS, chasing up unexplained absences, completing registers on SIMS, and liaising with Student Managers/Heads of Year to check on students
- To assist the Admissions Officer in taking general admissions enquiries at their busiest times
- To provide clerical support (to include typing and photocopying) as requested by the Office Manager
- To cover reception duties when either morning or after receptionist is not in school or away from their desk
- Creating and amending fire drill registers for the whole school
- Sending home messages to parents/carers via the school communication system
- Collating parent questionnaires and doing the analysis
- In support of the school office, this post shares responsibility for:
 - Carrying out general office duties including office tidiness, filing, post, etc
 - Carrying out First Aid and associated welfare needs of the students/staff as necessary, keeping medical records of students up to date

General Duties:

- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
- To participate in the Performance Management process and undertake any training commensurate with the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- IT skills are essential, including the ability to use Microsoft Office and know how to create documents using mail merge.
- To generate references for the students – Y11 and ex students
- Assist with UCAS references for WG6
- To distribute letters from staff to parents
- Communicate with parents via In Touch
- To cover reception as and when needed
- Liaise with Heads of Year regarding absence
- Liaise with School Liaison Officer and Attendance Service
- Other admin tasks as and when needed
- SIMS update of parental consent/changes to addresses etc

- Participate in training opportunities and professional development as required
- Liaising with Senior Management and Heads of Department as necessary
- Dealing with any other matters as determined appropriate by the Headteacher/Heads PA.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above list of duties is not exhaustive.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to A level standard with GCSEs including Science, Maths and English 	<ul style="list-style-type: none"> • Degree level, or professional qualification
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience of working in a school • Ability to work to tight deadlines and be flexible in supporting other staff. • Keen interest and passion for the education of young people and the ability to contribute more widely to the life and community of the school • Ability to work effectively as part of a team as well as independently. • Ability to communicate effectively with students and parents and establish a good working relationship • Ability to organise own time to ensure that resources are available when required 	<ul style="list-style-type: none"> • Experience working in a school environment • SIMS experience
Special aptitudes	<ul style="list-style-type: none"> • Positive attitude and the ability to prioritise effectively • Excellent analytical and communication skills • Must have the upmost integrity as well as high levels of motivation and commitment. 	

This post is subject to an Enhanced DBS check (with Barred List)

As a Trust we strive to promote a culture and working environment which embraces individual acceptance, respect and inclusion.