



## **JOB DESCRIPTION**

### **Attendance Administrator**

37 hours, Term Time + 2 additional weeks (to include INSET days)

**Job Title:** Attendance Administrator

**Reporting to:** Attendance Officer

#### **Role Purpose:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To be responsible for the administration around pupils' daily attendance and also support the Attendance Officer with all attendance matters in order to help the school raise achievement by improving pupil attendance and punctuality.
- To promote positive attitudes towards education, ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

#### **Key Responsibilities:**

1. To collate and enter registration information as required, ensuring all lesson registers are completed;
2. To be responsible for sending the daily absence alert each morning;
3. To monitor the attendance email account and telephone line;
4. To make contact with families regarding unexplained absences;
5. To follow up with staff any instances of non-completion or inaccuracies in registers;
6. To liaise with colleagues inside school and externally to ensure the registers are accurate and up to date;
7. To inform the Trust Senior Attendance Administrator of any holiday requests and other leaves of absence;
8. To support with other administrative duties as requested by the Attendance Officer, Trust Senior Attendance Administrator or Attendance Consultant;

9. To be fully aware of and carry out all work in line with Child Protection /Safeguarding Procedures.
10. To maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.
11. To work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To comply with all policies and procedures including, but not limited to, Health Safety and Security; Data Protection legislation and best practice; Freedom of Information legislation and best practice; Child Protection, including DBS and enhanced disclosure requirements and the Equal Opportunities and Diversity Policy;
- Share the Trust's and the Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and the Trust, and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....