Model Job Description: Attendance Officer

School:

Grade: Kent Range 5

Responsible to: Line Manager

Job Purpose:

To undertake all administrative tasks associated with the recording, management and monitoring of attendance; working with individual pupils and their families to improve attendance.

Key duties and responsibilities:

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| 1. To ensure the electronic registration system is updated daily investigating any missing data with class teachers 2. To record student absences and late arrivals on Arbor, maintaining accurate attendance records 3. To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies 4. To make initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / texting 5. To work with individual students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Headteacher and other staff as appropriate 6. To monitor the attendance of pupils referring concerns to the Headteacher 7. To support the Headteacher at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed 8. To promote incentives for improving attendance within the school – including attendance certificates and prizes 9. To process and action pupil holiday requests 10. To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure 11. To assist the Headteacher with the administration of referrals to the education welfare service / issuing of penalty notices 12. To undertake routine liaison with external agencies regarding attendance – eg EWO / Attendance Service 13. To collate attendance data producing routine reports and prepare statistical returns regarding attendance.   In additional all members of the school community are expected to:   * Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern. * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.   *Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.* |
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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.

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|  | CRITERIA |
| QUALIFICATIONS | NVQ Level 2/3 |
| EXPERIENCE | Proven administration experience  Previous experience of working with young people and their families  Experience of using Attendance Modules in SIMS/Arbor |
| SKILLS AND ABILITIES | Ability to work in an organised and methodical manner and maintain accurate records  Ability to convey information clearly and accurately orally and in writing to a range of people  Ability to take personal responsibility for organising day to day workload  Ability to work effectively and supportively as a member of the school team  Able to use own initiative to solve problems and respond proactively to unexpected situations.  Able to deal calmly, tactfully and effectively a range of people  Ability to show sensitivity and objectivity in dealing with confidential issues |
| KNOWLEDGE | Demonstrate a basic understanding of the work of a school  Demonstrate a good understanding of the application of school’s attendance policies  Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Sims  Demonstrate an understanding of confidentiality and child protection issues in a school setting |