

Job Description

Job title: Attendance Administrator
Reports to: Head of College (Vice Principal)
Location: Leigh Academy Rainham

Main duties

- Ensure implementation of effective registration systems that promote full student attendance throughout the college day.
- Support the Attendance Officer to strategies to regularly monitor attendance, taking steps to secure the full attendance of all students.
- Enter absence data accurately on the school attendance system.
- Act as the first point of contact with parents over day-to-day issues related to attendance including the first day calling /texting system in the absence of the Attendance Officer.
- Accountable for the Attendance Voicemail records in the absence of the Attendance Officer.
- Accountable for the printing of the Fire Drill (daily) in the absence of the Attendance Officer.
- Support the Attendance Officer by providing data regarding attendance and punctuality to SLT, particularly in relation to specific groups (e.g. Persistent Absentees, Pupil Premium, Looked After Children, EAL students, students with SEND statements) on a weekly basis and follow up with relevant interventions.
- Support the Attendance Officer to provide regular statistical returns regarding attendance and punctuality including the statistical data required for school reports to parents, Census, Governors papers.
- Maintain concise, accurate and comprehensive case records and use them to support the development of strategies to improve attendance above national average.
- Maintain the rigorous system for monitoring late attendance at school and any student who is required to leave the site during the school day and appropriate follow-up in conjunction with SSMS and administration staff.
- When directed, arrange attendance meetings on behalf of the Attendance Officer and SLT.
- Support the Attendance Officer and SLT with the administration of student referrals to the Attendance Advisory Service and Penalty Notices.
- To promote positive attitudes towards attendance amongst students and families, and the recognition that full attendance is essential for students to achieve their academic potential.
- Assist with any other Academy related administrative tasks in the Main Office at the direction of the Principals' PA.

Professional Development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the college's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate one's own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

Professional Values and Practice

- To support the college's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the college.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all students both on the college premises and when engaged in authorised school activities elsewhere.
- To contribute to the effective running of the academy.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.