**Job Description**

|  |
| --- |
| **Job title:**Attendance Administrator |
| **Grade: Kent Scheme C (5)** | **Location: Astor Secondary School** |
| **Position reports to:**Attendance Lead | **Liaising with:** Head Teacher, Trust (SSET) Leadership Team, School Leadership Team, Deputy/Assistant Head Teacher, Teaching and Support Staff, external agencies, students and parents. |

|  |
| --- |
| **Key duties and responsibilities** |
| * Assisting in the management and development of attendance and punctuality policies.
* Daily monitoring, tracking and follow-up of attendance and punctuality for ALL students.
* To communicate with parents/carers of students absent at agreed time and record reasons for absence if given.
* Daily monitoring and early calls on the attendance of children in care or students on the vulnerable list as a priority, reporting to relevant staff and teams daily.
* Sending letters to parents regarding attendance matters.
* Liaising with the Local Authority on attendance matters and information.

**Attendance Administrators in this role may also undertake some or all of the following:** * Making home visits with other staff members as required.
* Establishing the reason for absences including telephone calls, letters and home visits, in liaison with the attendance Lead and other staff.
* Preparing and distributing attendance and punctuality certificates as part of the school's reward policy.
* Following up on poor attendance or punctuality. Organising attendance panel meetings with parent’s/carers, schools staff and external agencies, making home visits, ensuring pupil contracts are agreed and monitored.
* Liaising with the Educational Welfare Officer to ensure that prompt, consistent and rigorous intervention with poor attendance is robust.
* Referring cases where appropriate to the named person with responsibility for child protection.
* To be responsible for own professional development, identifying training needs and requesting courses as appropriate
* To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.

**All staff at Samphire Star Education Trust have responsibilities to:*** Uphold and promote safeguarding and welfare of children and young people, following all relevant policies and procedures.
* Comply with the School / Trust policies and procedures on Health and Safety, Data Protection, Diversity Inclusion and Equalities and Data Protection.
* Actively engage in personal and professional development opportunities.
 |

**Person Specification**

**Attendance Administrator**

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

|  |  |
| --- | --- |
|  | **CRITERIA**  |
| **QUALIFICATIONS** | English and Math’s GCSE (Level 4 and above) or equivalent |
| **EXPERIENCE** | Previous experience of working with children (desirable)  |
| **SKILLS, ABILITIES AND BEHAVIOURS** | Excellent communication and interpersonal skills, with the ability to build positive relationships with children, parents, and colleaguesStrong organisational and time management skills, with the ability to prioritise tasks and work effectively under pressureEmpathy and understanding of the challenges faced by children and families, with a commitment to providing support and guidanceAbility to work collaboratively with a range of professionals, including teachers, support staff, and external agenciesStrong problem-solving and decision-making skills, with the ability to identify and address issues proactivelyProficient in the use of ICT and relevant software to support learning and record-keepingThorough understanding of safeguarding and child protection policies and proceduresCommitment to continuous professional development and a willingness to undertake relevant training |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, safeguarding, health and safety, security, diversity, inclusion and equalities, data protection and confidentiality. |