

## Fortis Trust – Job Description

### POST TITLE

Attendance Officer/Administration Assistant at Bradfields Academy

### RESPONSIBLE TO

Principal  
 Senior Leadership Team "SLT"

### PURPOSE OF JOB

The Attendance Officer will work alongside key staff in the academy to promote excellent attendance, reduce levels of absence and work with students and families to maintain and promote high levels of attendance.

To provide additional administrative support and reception cover.

### 1. DUTIES AND RESPONSIBILITIES

- 1.1 To implement Bradfields Academy Attendance Policy.
- 1.2 To promote and support high levels of attendance.
- 1.3 To promote a positive attendance and punctuality culture.
- 1.4 To work closely with parents/carers and students to improve levels of attendance.
- 1.5 To ensure all registers are completed daily with appropriate codes and no missing marks or unexplained absences remain.
- 1.6 To check and remind necessary staff to complete registers.
- 1.7 To contact parents/carers via text message or telephone call every morning when registers are closed, regarding any unexplained absence and record reasons given.
- 1.8 Follow up weekly with parents/carers by letter or telephone to resolve any unexplained absences.
- 1.9 Sending attendance record letters according to the attendance policy.
- 1.10 To complete on/off roll forms, part-time timetables and return these to the local authority.
- 1.11 Following closure of registers, print "Emergency Evacuation" registers.
- 1.12 To ensure distribution of official registers in the event of fire/fire drill or emergency evacuation.
- 1.13 To monitor the attendance of vulnerable students and liaise with SLT, Parent/Carer Partnership Manager.
- 1.14 Liaise with the Safeguarding Team regarding any child protection concerns.
- 1.15 To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform the academy, any external agencies and parents/carers.
- 1.16 To liaise with and provide reports to the external agencies in support of their work following up attendance concerns with parents/carers and attend attendance meetings with the parents/carers.
- 1.17 Attend home visits regarding attendance.
- 1.18 To provide LAC student attendance data as and when required to the appropriate Local Authority.
- 1.19 To inform relevant Local Authority of any student exclusions.

- 1.20 To complete exclusion paperwork and sent to relevant local authority, parents/carers, Chair of Governors and update records on SIMS.
- 1.21 To assist and check records prior to the Student Census to ensure school attendance is accurate and up-to-date.
- 1.22 To produce data analysis of attendance records.

## 2. RELATIONSHIPS

- 2.1 To work in partnership with the SLT members and external professionals.
- 2.2 Build positive relationships with all members of the academy and trust community, maintaining a positive attitude.
- 2.3 To establish strong positive working relationships with other members of the Administration Team and the Wider Pastoral Team.
- 2.4 To promote and foster good relationships and effective liaison with parents.
- 2.5 To promote and foster good relationships and effective liaison with other Fortis Trust Staff.
- 2.6 To promote good relationships and effective liaison with all appropriate external agency professionals involved with the Trust.
- 2.7 To promote goodwill and positive public relations with individuals and groups in the local area and the wider community.
- 2.8 The post holder is responsible to SLT for their duties, responsibilities and tasks.
- 2.9 Respond to holiday requests in liaising with SLT and file accordingly.

## 3. OTHER RESPONSIBILITIES

- 3.1 To be a key member of the Administration and Wider Pastoral Team and attend relevant meetings.
- 3.2 To ensure the effective communication of Bradfield's Philosophy, Aims and Policies to staff, students and outside agencies.
- 3.3 To carry out any other 'reasonable' duties as designated by the Principal.
- 3.4 To carry out duties as contained in your Fortis Trust contract.

*This job description may be amended at any time in consultation with the post holder and will be reviewed annually.*

*The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.*

**Prepared:** June 2025

**Principal's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**POST TITLE - Attendance Officer/Administration Assistant**

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administrative experience</li> <li>Computer literate, particularly in use of Microsoft Office</li> <li>Understanding of Data Protection and Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Experience of data management, preferably SIMS in an education setting</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's or equivalent in English and Mathematics at grade C or above</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff</li> <li>Ability to work with due regard to confidentiality, data protection and safeguarding at all times</li> <li>Good organisational skills</li> <li>Ability to follow set procedures and use own initiative in a busy environment</li> <li>A positive role model of professional practice and conduct of others</li> </ul>	
<b>Attributes &amp; Attitudes</b>	<ul style="list-style-type: none"> <li>Punctual and reliable</li> <li>Flexible approach, including a sense of humour and positive attitude toward work</li> <li>Calm, tactful and collaborative manner</li> <li>Trustworthy and discreet for confidentiality</li> <li>A team player who is enthusiastic and willing to work with others</li> </ul>	
<b>Equality, diversity and inclusion</b>	<ul style="list-style-type: none"> <li>Knowledge, understanding and commitment to equality, diversity and inclusion formed by practical experience and application</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	