

## **Job Description – Attendance Manager**

<b>Salary:</b>	Grade 5 full-time equivalent. £24,500 to £27,250 pa Actual salary £21,073 to £23,438 pa
<b>Hours:</b>	37 hours per week over 39 weeks pa (term-time, plus 5 INSET days)
<b>Responsible to:</b>	Assistant Headteacher

### **Overall Job Purpose**

To lead and manage the school's attendance systems and strategies, ensuring high levels of student attendance and punctuality across all year groups (Years 7–11). The Attendance Manager will work closely with pastoral teams, students, families, and external agencies to promote a culture of excellent attendance and intervene effectively where concerns arise.

### **Main Duties and Responsibilities**

#### **Monitoring & Reporting**

- Maintain and oversee accurate attendance records, using Arbor, including those pupils accessing off-site provision.
- Monitor the attendance of vulnerable pupils and implement timely interventions in accordance with school policy to ensure appropriate safeguarding, support and engagement.
- Produce and analyse attendance data by year group, tutor group and individual student.
- Co-ordinate the preparation of regular attendance reports to Heads of Year and the Senior Leadership Team (SLT).
- Monitor persistent absenteeism (< 90% attendance) and implement targeted interventions.
- Provide attendance practical support and guidance to new colleagues.
- Ensure that class registers are up to date and available for use during fire drills and emergency evacuations.

#### **Intervention & Support**

- Conduct absence calls and follow-up procedures.
- Conduct home visits as required to address attendance issues.
- Attend, record and co-ordinate Attendance related meetings as required.
- In consultation with Heads of Year, arrange and attend 'return to school' meetings with parents/carers, pupils, and external agencies to discuss concerns and agree on support plans.

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- Develop links with families of those pupils who are transferring into the school to promote the school ethos of regular attendance.
- Coordinate, prepare documentation and attend attendance meetings with parents/carers, pastoral staff and Governors as required.
- Support reintegration plans for pupils returning to school following periods of absence or suspension.
- Undertake supervisory duties as required by the duty rota, contributing to the maintenance of a positive, safe and respectful school environment.

#### **Communication & Engagement**

- Liaise with key colleagues to ensure a joined-up approach to attendance (e.g. SENCO, Heads of Year, Form Tutors and SLT).
- Support the development of initiatives that foster positive parental engagement in school, aimed at improving pupil attendance

#### **Administration**

- Manage the daily registration process and ensure compliance with DfE and Ofsted requirements.
- Process leave of absence requests and maintain accurate records of authorised/unauthorised absences.
- To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform Heads of Years, Form Tutors and SLT.
- Monitoring and adjusting pupil timetables in conjunction with the pastoral team.
- Ensure all attendance-related documentation is maintained accurately and factually for use as evidence in legal interventions.
- Acquire and maintain a working knowledge of the statutory framework related to School attendance
- Advise SLT on appropriate attendance interventions, ensuring alignment with Department for Education (DfE) guidance and school policy on attendance.
- Work closely with SLT and the Local Authority to implement legal interventions related to attendance.
- As required meet with the Local Authority Welfare Officer or relevant contact and refer students who are not meeting attendance targets, liaise with relevant parties to support students to improve their attendance.

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**STONE LODGE**  
SCHOOL

## Person Specification

<b>Qualifications</b>	
GCSE grade A * - C in English and Maths or equivalent	Essential
<b>Experience</b>	
Experience of working in a school office or other administrative role, as part of a cohesive team	Essential
Experience of maintaining computerised records	Desirable
Experience of working with people from a range of backgrounds	Essential
Experience of multi-agency working	Desirable
<b>Skills and Abilities</b>	
Excellent literacy and numeracy skills	Essential
Computer literacy – ability to produce a range of documents and reports, utilising Microsoft Office (Word, Excel etc)	Essential
Excellent interpersonal and communication skills, especially with young people, families and colleagues.	Essential
Working knowledge of school specific software (ARBOR)	Desirable
Ability to analyse data and implement effective strategies.	Essential
Ability to work independently, methodically with good attention to detail.	Essential
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Essential
Ability to make, justify and communicate difficult decisions	Essential
<b>Personal and Professional conduct</b>	
Demonstrate integrity and uphold public trust by maintaining the highest standards of ethics and behaviour, both within and beyond the school environment.	Essential
Show consistent professionalism by respecting and adhering to the school's ethos, policies, and practices, in alignment with the Staff Code of Conduct.	Essential

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