

Attendance Officer Job description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Attendance Officer, term time plus 1 week. NJC 4 Point 8-10 37 hours per week: 08:00hrs – 16:00hrs (Mon-Thurs) 08:00hrs – 15:30hrs (Fri)
Reports to Line Manager:	VP Culture and Behaviour
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Maintain accurate attendance records to assist in improving attendance and thereby raise standards, support in the provision of interventions with students who are poor attenders. • Liaise with parents / carers and other outside agencies with regard to attendance • To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school and parents/carers • To undertake home and school visits as designated by the school • To interpret information relating to attendance patterns and identify key areas of concern for Vice Principal • To ensure all registers are completed and no missing marks or unexplained absences remain ensuring all unexplained

	<p>absences are accounted for or send letter requesting an explanation</p> <ul style="list-style-type: none"> • To ensure official registers are available daily and at hand in event of a fire. • To follow Attendance policy and send out letters as required, providing updates on student attendance as required and collating, maintaining and updating attendance data. • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.
Line management duties and responsibilities	<ul style="list-style-type: none"> • Not applicable to this role

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person specification

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	Essential	Desirable	Method of assessment
Qualifications		<ul style="list-style-type: none"> NVQ Level 2 or equivalent Good GCSE's in English, Maths 	Production of the Applicant's certificates Application Form
Experience	<ul style="list-style-type: none"> Experience of working as an Attendance Officer / Assistant within a school. ICT skills at a good level (excel, Word etc.) Ability to organise and prioritise workload to achieve deadlines. Excellent communication skills, particularly confident on the telephone. Working knowledge of SIMS 		Contents of the application form Interview Professional references

Skills	<ul style="list-style-type: none"> • Able to build effective and positive working relationships • Organised and methodical approach to work • Professional, discrete, diplomatic • Enthusiastic and committed • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of and commitment to equality of opportunity 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Additional Factors	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Commitment to equality and diversity • Commitment to health & 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<p>safety</p> <ul style="list-style-type: none">• Commitment to sustaining regular attendance at work.		
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