

# Viking Academy Trust



## Job Description

**Position:** Attendance Officer

**Name of Member of Staff:**

**Member of Staff:**

**Date:**

**Executive Headteacher:**

*Myleen*

**Date:** 02/02/2026

## Viking Academy Trust

### **JOB DESCRIPTION: Attendance Officer**

**“Empowering children through education: One Childhood One Chance”**

#### **PREAMBLE**

**All staff and members of governance** make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff and members of governance** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

<b>Viking Academy Trust Base School:</b>	<b>Upton Junior School</b>
<b>Job Title:</b>	<b>Attendance Officer</b>
<b>Line Manager:</b>	<b>Head of School</b>
<b>Pay Grade:</b>	<b>Kent Scheme B</b>
<b>Hours worked:</b>	<b>37 hours - 40 weeks per year. Term-time plus 5 x INSET days &amp; 5 additional days.</b>

#### General Description of Post

Under the direction of your line manager, to take the lead on school attendance and organisational duties, to ensure the smooth running of the school. To provide a professional and effective attendance and administration service to the Head and Senior Leaders, allowing them to concentrate on curricular issues. The position comes with full training in the Viking Academy Trust attendance process.

#### Outline of Duties

- Completing daily registers, monitoring morning and afternoon
- Prepare the daily absence reporting for the Head of School
- Present and answer pupil absence requests in collaboration with the Head of School and your line manager
- To run system reports on a regular basis for the Senior Leadership Team

- To keep an accurate record of pupils; to update and maintain pupil records in the school system, Bromcom, to ensure up to date information is being held by the school and that sensitive information is secure and confidential.
- Assist your line manager to complete the school census, through correction of missing or inaccurate attendance data.
- Under the direction of the Head of School, update the school's communication platforms such as the website, MCAS, Facebook and Twitter.
- Assist the Admissions Officer in managing the pupil system, Bromcom.
- Act as a point of contact for all visitors to the school. Answer the telephone; take messages, filter visitors and enquiries as appropriate, respond to pupil/parent enquiries, at all times promoting a positive image of the school.
- Keep the Upton Office emails up to date, by distributing or dealing with as necessary. General typing duties.
- Undertake first aid duties when necessary.
- Manage the school's Bikeability sessions.
- Manage the school's flu vaccinations.
- Manage free school meals records.
- Manage the school's parents' evening sessions, under the direction of the Head of School.
- Other administration tasks commensurate with the post, as directed by the Head of School.

Person Specification –

- Level 3 administrative qualification or equivalent administrative experience
- Experience of using databases, from inputting accurate attendance data and running reports for accurate information for management.
- Experience of a similar role in a school setting or equivalent.
- Experience of using Word, Excel and social media in a professional capacity.
- Proven accuracy with spelling and grammar.

#### **OTHER RESPONSIBILITIES**

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.\*

Any other task – as requested by the Executive Headteacher or Head of School which shall be deemed to fall within the general boundaries of the post\*\*

#### **PERFORMANCE APPRAISAL**

To attend regular staff meetings with your line manager and to fully participate in the school's annual performance review procedure.

This job description may be amended at any time after discussion with you.

Your job description is intended as a reference document which identifies your main responsibilities and activities.

*\*NB Under no circumstances should a staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher, Head of Year / Leader of Learning or a member of the Senior Leadership Team*

*\*\*This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade*

Reviewed and amended February 2026.