



JOB DESCRIPTION – Attendance Officer

Grade: KR5

Responsible to: Assistant Headteacher

Purpose of the Job:

Main purpose:

To support the attendance manager in monitoring and reporting on student absences from school.

Identifying, from attendance data, patterns and key areas of concern regarding student attendance.

To liaise, on a daily basis, with families of our students building positive relationships with the school and promoting the importance of school attendance.

Key duties and responsibilities:

Duties and responsibilities Administration

1. Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
2. Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
3. Initiate and oversee the administration of absence procedures, for example management of necessary attendance communications for parents
4. Manage attendance returns for the school census
5. Maintain accurate records of communications with parents/carers and relevant school interventions
6. Build and refresh knowledge of the school's MIS and other relevant school systems

Monitoring and reporting

1. Ensuring attendance data is accurate to allow data to be analysed by the attendance manager.
2. Daily tracking of the attendance of vulnerable groups of pupils a
3. Identify pupils that need additional support to improve their attendance
4. Work with attendance manager and year group teams to identify appropriate interventions to improve attendance for particular groups or individual pupils



Working with parents/carers

1. Build positive relations with parents/carers to encourage family involvement in their child's attendance
2. Identify, and where possible, mitigate potential barriers to attendance in partnership with families
3. Identify any students who need to be referred to the home visit team

Professional development

1. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
2. Take part in the school's appraisal procedures

Other areas of responsibility: Safeguarding

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Be alert to when absence becomes a safeguarding concern, and work within school protocol to ensure all such situations are supported fully/appropriately
3. Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
4. Promote the safeguarding of all pupils in the school

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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

	CRITERIA
QUALIFICATIONS	GCSE or equivalent level, including at least a Grade C in English and maths
EXPERIENCE	Experience working directly with pupils and parents Experience working collaboratively with colleagues Experience analysing data and producing reports and identifying key insights
SKILLS AND ABILITIES	Good listening skills Effective written and verbal communication skills Knowledge of the potential barriers to high attendance that pupils may face Ability to use IT systems and to conduct analysis and produce reports Good knowledge of Excel Ability to create good relationships with pupils, staff and parents
KNOWLEDGE	Willingness to provide the best possible opportunities for all pupils Organised, proactive and self-motivated Good time management skills Commitment to upholding and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Ability to maintain confidentiality at all times Committed to safeguarding, equality, diversity and inclusion