



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Job title: Attendance & Medical Officer

Responsible to: School Office Manager

Purpose of the job:

- To undertake all administrative tasks associated with the recording, management and monitoring of attendance; working with individual pupils and their families to improve attendance.
- To coordinate First Aid provision in School, in conjunction with the Head of Inclusion.

Key duties and responsibilities:

- Ensure that the safeguarding of students is a primary concern.
- To ensure the electronic registration system is updated daily investigating any missing data with class teachers and to monitor student attendance on a daily basis.
- Operate and monitor the pupil absence phone line records, look for patterns and inform relevant members of staff as appropriate.
- Operate and monitor the pupil truancy phone line using Parentmail text and respond when parents have contacted school.
- To record student absences and late arrivals on SIMS, maintaining accurate attendance records. Produce absence printouts for HoYs and the Inclusion team to enable them to monitor and follow up pupil absences.
- Print off class and tutor registers when required e.g. for supply teachers without a laptop or computer system failure.
- To act as the initial point of contact for parents regarding attendance issues – providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness – including first day calling or texting.
- To work with individual students and their families regarding strategies to improve attendance/punctuality – ensuring records are kept and feedback provided to the Headteacher and other staff as appropriate.
- To monitor the attendance of pupils referring concerns to the Headteacher.
- Set up and attend parent meetings in conjunction with the Education Welfare Officer.
- To support the Headteacher at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed.
- To promote incentives for improving attendance within the school – including attendance certificates and prizes, where appropriate.
- To process and action pupil holiday requests.

- To issue routine correspondence to parents regarding attendance/absence requests in accordance with school procedure.
- To assist the Headteacher with the administration of referrals to the education welfare service, issuing of penalty notices.
- To undertake daily liaison with the school Inclusion team and routine liaison with external agencies regarding attendance – e.g. EWPO/Attendance Service.
- Print absence letters daily for distribution.
- To liaise with parents and carers to ensure attendance issues are addressed and appropriate supportive actions put in place on behalf of the Inclusion team.
- To collate attendance data producing routine reports and prepare statistical returns.
- Text and email parents with regards to their son's forthcoming detention regarding attendance.
- Deal with all enquiries from students at breaktimes.
- Be the first point of contact for First Aid within the School.
- Coordinate the First Aid provision in School, in conjunction with the Head of Inclusion.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any ad-hoc projects or duties as deemed reasonable and required by the line manager.
- Filing of student documents via MStore.
- To maintain, update and manage our online medical tracking system.
- To ensure all medical and attendance updates are provided to the relevant staff and all tracking documents are kept up to date.
- To liaise with parents and carers to ensure medical details are up to date, including Health Care Plans.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Support the School's implementation of all current statutory requirements, e.g. Disability Discrimination act, Access to Work, Equal Opportunities, Child Protection.

Continuing Professional Development

1. In conjunction with the Office Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Person Specification – Attendance Officer & First Aider

	Essential	Desirable	Measured
Education & Qualifications	<ul style="list-style-type: none"> • A minimum of Level 2 or equivalent standard of education • A first aid qualification (training will be given if necessary) 		<ul style="list-style-type: none"> • Application • Interview • Reference
Experience	<ul style="list-style-type: none"> • Proven administration experience • Previous experience of working with young people and their families 	<ul style="list-style-type: none"> • Experience of using Admissions Modules in SIMS 	<ul style="list-style-type: none"> • Application • Interview • Reference
Skills	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner and maintain accurate records. • Ability to convey information clearly and accurately orally and in writing to a range of people. • Ability to take personal responsibility for organising day to day workload. • Ability to work effectively and supportively as a member of the school team. • Able to use own initiative to solve problems and respond proactively to unexpected situations. • Able to deal calmly, tactfully and effectively with a range of people. Able to motivate and inspire others. • Ability to show sensitivity and objectivity in dealing with confidential issues. • Must have excellent communication skills, both verbal and written. • Excellent ICT skills (in particular a good working knowledge of Microsoft Office). 	<ul style="list-style-type: none"> • A good working knowledge of SIMS • A good working knowledge of Outlook 	<ul style="list-style-type: none"> • Interview • Application • Reference

<p style="text-align: center;">Knowledge</p>	<ul style="list-style-type: none"> • Demonstrate a basic understanding of the work of a school. • Knowledge of a range of computer applications – including Word/Excel/Powerpoint.. • Demonstrate an understanding of confidentiality and child protection issues in a school setting. 	<ul style="list-style-type: none"> • Demonstrate a good understanding of the application of school admissions policies. • A good working knowledge of SIMS. 	<ul style="list-style-type: none"> • Interview • Application • Reference
<p style="text-align: center;">Attributes</p>	<ul style="list-style-type: none"> • The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations • A flexible working attitude • The ability as part of a team • A good sense of humour • Appropriate attire for this position • A high level of integrity • An organised and methodical approach to administrative procedures • The ability to work unsupervised • An understanding of relevant polices, codes of practice and legislation 		<ul style="list-style-type: none"> • Application • Interview • Reference