

**Job Title: Attendance and Administration**

**Reports to: Line Manager**

**Grade: BPS 12-14**

**PURPOSE OF THE JOB**

* To contribute to raising achievement by improving school attendance
* To assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
* To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
* To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

**MAIN DUTIES AND RESPONSIBILITIES**

* Promote the regular and punctual attendance of all students and assist with the implementation of strategies.
* Meet with school staff, students and parents to identify individual problems and possible solutions.
* Make contact with families in response to allocated referrals i.e. meetings in school.
* Establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
* Initiate appropriate legal action with Education Welfare Service (EWS) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions.
* Be aware of and carry out all work in line with Child Protection Procedures.
* Keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
* Produce reports and record information including statistical data, providing reports to senior managers and other professionals.
* Manage and prioritise your workload
* Support guidance and senior managers in advising the school on all matters relating to attendance

**GENERAL REQUIREMENTS**

* Adaptable, imaginative, creative and flexible in approach to the work
* Self motivating and the ability to indentify your own training needs and a willingness to attend relevant training courses or other training
* Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* Ensure that all duties and services provided are in accordance with the School’s Policies.
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* To ensure compliance of Data Protection at all times.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

**Person Specification**

**Qualifications Essential Desirable**

* Educated to NVQ level 2 / 3 or equivalent.
* The ability to write to a good standard of literacy to include excellent report writing skills.

**Experience Essential Desirable**

* Working with children, young people, parents and families preferably within an educational context.
* As a part of a team, as well as on your own initiative.
* Working with professionals from other agencies
* Using IT systems to compile reports and statistical data

**Knowledge Essential Desirable**

* School systems and an understanding of the issues affecting truancy and non-school attendance.
* Demonstrate an understanding of issues linked to confidentiality.
* Demonstrate knowledge of attendance regulations.
* Demonstrate an understanding of issues that may affect a student’s ability to attend school.

**Skills Essential Desirable**

* Ability to communicate effectively both orally and in writing especially with student’s, parents, school staff, EWS, social workers and other professionals.
* Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.
* Ability to persuade and negotiate as well as good interpersonal / communication skills.
* Able to use own initiative and work alone when necessary.
* Ability to overcome communication barriers with children and students.
* Ability to listen effectively.
* Ability to maintain accurate and up to date records.
* Ability to meet tight deadlines and plan and manage own time effectively.
* Demonstrate an ability to cope with stressful / conflict situations.

**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.