

Attendance Officer

Salary Grade: UKAT Band C
Hours: 30 Hours per week / Term time only
Responsible to: Attendance Manager

Purpose and Vision

To monitor student attendances/absences via MIS registration system the In Touch system.
To be responsible for monitoring attendance across the school and all year groups and vulnerable groups and provide and record data to inform.

Key responsibilities

As part of a multi-disciplinary team, to improve students school attendance by:

- Entries of all actions on MIS system.
- Maintenance of accurate and up to date paper records.
- Correction of data using information returned by parents/carers. Monitoring of student records to amend and update attendance marks.
- Meeting with parents/carers to support the Attendance Manager.
- Responsibility for monitoring target groups.
- Mentoring poor attenders.
- Monitor and organise reward system for good attendance/improved attendance.
- Group work with small groups of students who are identified as having low attendance.
- 1st day contact all students using In Touch.
- Weekly production of overview and <90% attendance.
- Identify any students with attendance below 80% and pass to attendance manager for immediate referral to Attendance Advisory Service for Schools and Academies (AASSA).
- Weekly preparation of letter with unauthorised absences listed.
- Check all daily contact (email, text, answerphone etc.) and update records.
- Weekly analysis of 6th Form attendance and follow up.
- Weekly report on 6th Form attendance to submit to Assistant Principal.
- Production of fire registers.
- In Touch updating and maintenance.
- Weekly analysis or reasons for absence – impact of exclusions etc.
- To participate in whole staff performance management process
- To always adhere to professional and staff codes of conduct.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and

other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.

- To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
- To carry out any other duty as may reasonably be requested by the Principal or line manager.

Attendance Officer – Person specification

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general level of education including English and Maths to a minimum of GCSE grade C or above (or equivalent) 	
Experience	<ul style="list-style-type: none"> • Proven high level administrative experience within an education setting • Proven experience of working as part of a team • Using data systems 	<ul style="list-style-type: none"> • School based administration
Knowledge & Experience	<ul style="list-style-type: none"> • Proven knowledge of administrative systems and procedures • Evidence of delivering administrative support • Demonstrable experience of excellent organisational skills 	
Skills & Abilities	<ul style="list-style-type: none"> • Ability to relate well to young people and adults alike • Able to build positive and maintain good relationships with colleagues and stakeholders • Good communication and interpersonal skills • Good verbal, written and presentational skills • Ability to take the initiative • Able to work independently and as part of a team • Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines • Personal integrity, commitment to fairness and equity • Ability to empathise • Ability to demonstrate and promote positive values, attitudes and behaviour 	