

**TITLE: ADMINISTRATOR TO ATTENDANCE**

**HOURS: 20 HOURS PER WEEK**

 **08.35 – 12.35 hrs**

 **39 weeks per year (Term time only)**

**KES Grade 4- £18,271 - £19,198 pro rata**

 **(Actual Pay £ £8,495 - £8,926)**

**RESPONSIBLE TO: Assistant Headteacher in charge of attendance.**

**OBJECTIVES:**

* **To undertake all administrative tasks associated with the recording, management and monitoring of attendance, working with individual students and their families to improve attendance.**
* **To engage with parents/carers/families and the School Liaison Officer to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for students.**

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home/school communication, including the sending of e-mail and text messages

2. To ensure the electronic registration system is updated daily investigating any missing data with class teachers

3. To record student absences and late arrivals on SIMS, maintaining accurate attendance records in collaboration with the Pupil Services Manager

4. Log truancy on myEd for students missing from lessons which automatically sends a safeguarding message to parents, then dealing with any parent queries following this

5. 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, ensuring parents and carers understand that regular school attendance, educational attainment and safeguarding are inextricably linked

6. To make initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / e-mailing/ texting / home visits and meetings

7. To work with individual students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Head of Year / Assistant Headteacher and other staff as appropriate

8. To undertake home visits when necessary and work with families to overcome barriers to good attendance and punctuality

9. To monitor the attendance of students referring concerns to the Heads of Year

10. To support the Assistant Headteacher at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed

11. To process student holiday requests, for action by the Headteacher / Assistant Headteacher

12. To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure

13. To assist the Assistant Headteacher with the administration of referrals to the Attendance Service / issuing of penalty notices

14. To undertake routine liaison with external agencies regarding attendance – eg Attendance Service

15. To collate attendance data producing routine reports and prepare statistical returns regarding attendance and attendance rewards.

16. To signpost families to sources of advice and guidance within the local community and via other agencies

17. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

18. To work and liaise with the Schools Liaison Officer with regards to attendance procedures

19. To undertake any other reasonable duties as may be deemed necessary by the line manager/and or Assistant Headteacher

20. The participate in the school’s annual system of performance management

21. To participate and engage with the safeguarding responsibility within the school

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable.



