



Job Title: Attendance Officer/Administrative

Contract Hours: 37 hours x 39 weeks per year (8.00-4.00, Monday to Friday)

Grade: 3, Point 7-10

Responsible to: Assistant Headteacher (Behaviour & Attendance)

Overall Responsibility:

- To contribute to raising achievement by improving School attendance.
- To provide a specialist service 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:

- To use IT systems to produce data reports, using word processing and record information including statistical data, input information using Arbor, providing reports to senior leaders and Line Managers and other professionals where necessary.
- To advise the School on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with School staff, students, and parents to identify individual problems and possible solutions when necessary.
- To establish the reason for non-attendance and to ensure all attendance records are accurate and up to date.
- To be fully aware of and carry out all work in line with child Protection Procedures. This may involve attending strategy and planning meetings.
- To manage and prioritise own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to School attendance, and to liaise with senior Line Managers with responsibility for child employment, child protection and special educational needs in order to be able to offer informed advice to parents and others.

- To work on initiatives which raise the awareness of School staff, parents, and the community on the importance of School attendance.
- Process leave of absence requests and fixed penalty notice referrals.

General:

- Perform general administration tasks as required by the Headteacher
- Assist on Reception when required and be based in the front office whilst undertaking those duties.
- Support the needs of the school as directed by the Line Manager when necessary.
- Act as a first aider.

Safeguarding

- Actively contribute to act as an ambassador for the School within the local community and beyond and promote and uphold the overall ethos and values of the School and the wider Trust.
- Participate in training and other learning activities and performance development as required.
- Maintain consistent high standards of professional conduct, tact, and diplomacy always in dealings with pupils, parents, staff colleagues, external agencies, and any other visitors to the school or wider Trust.
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Line Manager or a member of the Senior Leadership Team.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the Line 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.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'specified work' to develop skills for the post.

Additional Responsibilities:

- Undertake any duties reasonably requested by the Headteacher or Line Manager

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	NVQ or equivalent in a relevant subject.	Knowledge of School / Trust computer systems. (Arbor preferable but not essential)
Literacy and Numeracy	<p>Secondary education up to GCSE level or equivalent.</p> <p>Demonstrable expertise in a range of relevant office / finance procedures.</p> <p>Ability to set out letters / documents and to use grammar correctly.</p> <p>Able to carry out calculations accurately.</p> <p>High level computer literacy.</p> <p>Able to maintain routine records.</p>	Knowledge of computer systems relevant to the School
Organisational		<p>Knowledge of basic health & safety responsibilities and safeguarding procedures.</p> <p>Knowledge of policies and procedures e.g. sickness and absence records.</p> <p>Knowledge of the School's administrative procedures.</p>
Equipment / Materials	<p>High level, accurate keyboard skills.</p> <p>Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers.</p>	
MENTAL SKILLS		
Research	Able to use the internet effectively for routine research.	
Problem Solving	Able to work through problems effectively and efficiently.	
Creative Thinking	Production of School materials e.g. newsletters and information	
Planning	Ability to prioritise own workload.	

INTERPERSONAL AND COMMUNICATION	<p>Tact and diplomacy second nature.</p> <p>Articulate with a good grasp of the English language.</p> <p>Ability to remain calm under pressure.</p> <p>Understanding of the necessity and ability to maintain absolute confidentiality.</p> <p>Pleasant and helpful telephone and face-to-face manner.</p> <p>Basic supervisory skills.</p> <p>Ability to function effectively as part of a team.</p>	
Advising / guiding	<p>Assist / contribute to induction training for new staff.</p>	
PHYSICAL		
Keyboard	<p>High level keyboard skills.</p>	
Manual Skills	<p>Routine manual handling skills.</p>	
LEVEL OF AUTONOMY	<p>Able to make day-to-day decisions about own workload, within general guidelines and procedures.</p> <p>Able and willing to use own initiative in solving semi-routine tasks. Know and understand when to refer upwards.</p>	