



Job Description: Attendance Officer

Reports to: Deputy Designated Safeguarding Lead/Child Protection Officer

Start date: As soon possible

Contract: Permanent, all year around

Salary: Grade 6 (£24,715-£30,076)

Hours: 08:00 to 17:00pm

The Role:

As an Attendance Officer, you will provide a specialist service to help the Academy to raise achievement by improving Academy attendance and punctuality. The promotion of positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence. Make unsupervised home visits and attends meeting both at school and off site.

Key Responsibilities:

- Meet with school staff, pupils, and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
- To contact parents if an explanation for absence is not received
- To notify the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) of any concerns regarding individual pupil attendance
- To respond appropriately to pupil requests for leave during the school term
- Ensure that prompt, consistent, and rigorous intervention with poor attendance is robust
- Have responsibility for monitoring the attendance of most vulnerable students
- Manage the process of addressing poor attendance
- To follow up referrals relating to school attendance in accordance with the attendance policy
- To communicate with parents/carers or local authority as required
- To organise welfare/home visits
- To refer non-school attendance cases to the local authority and include requests for Penalty Notices to be issued and consideration of Court action
- Contact parents to discuss concerns and coordinate appointments for attendance meetings
- To check dual registration students
- Produce statistical reports and accurate data daily, weekly, termly, and annually
- Maintain written records of all actions taken in attendance-related meetings with parents and upload on onto the Academy's MIS/Impero system
- Liaising with students and parents to improve attendance
- Be fully aware of and carry out all work in line with Child Protection/Safeguarding procedures
- Liaise and work with external organisations as required
- Liaise with the Deputy Designated Safeguarding Lead and Student Services Office Manager to ensure off rolls are processed with due diligence
- Work closely with the Deans to ensure the Academy's Attendance Tracker is updated weekly and appropriate next steps, actioned

Other

- Carry out other reasonable tasks as directed by the Executive Principal and ALT
- To work collaboratively as a member of the Business Support Team
- To carry out first aid duties, if required
- To undertake fire marshal duties, if required
- To undertake exam invigilation duties, if required
- To undertake lunch till duties, if required
- To undertake morning and afternoon playground duties, if required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g., summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder



Person Specification: Attendance Officer

Qualification Criteria

- Right to work in UK
- English and Mathematics GCSE at grade C or above (or equivalent)

Experience

- Have experience in attendance, entering data, analysing data and Excel
- Have good all-round knowledge of the workings of an attendance office
- Be proficient in the use of systems

Personal characteristics

- Effective leadership worker: helpful, friendly and able to make good judgements and lead when required
- Adaptable, organised and able to work with minimum supervision
- Demonstrates resilience, motivation and commitment to high standards of work and achieving excellence
- Approachable, flexible, calm and caring with a 'can-do' attitude
- Understands the importance of confidentiality and discretion
- Keen to learn and develop own skills

Specific skills

- Excellent communication skills, both written and oral
- Competent with IT and the use of it to analyse data
- Excellent administrative and organisational skills
- Able to understand and implement particular strategies and methods to help students to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and expectations to establish outstanding behaviour management
- Relentless drive to do whatever it takes to ensure all students succeed
- Ability to instil and ensure high expectations and the Globe Values outlined in our Culture Pyramid
- The courage and conviction to make a difference

Other

- The post holder must be committed to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Disclosure and Barring Service check.