# Job Description – Attendance and Punctuality Officer

#### **Reports to*:*** Intervention and Attendance Manager

**Salary:** ARK Support (Inner London) Scale 6 Point 8 £24,715 pro rata

**Actual salary:** £17,638 for 30 hours per week, 39 weeks per year

**Working pattern:** 8-2pm Monday to Friday, term time only

**Start date:** As soon as possible

**Key Tasks**

* Manage and provide information for attendance displays throughout the school
* Ongoing administration and monitoring of attendance for students in Years 7 to 13. Identify students who require support with their attendance
* Liaise with Heads of Year, SENCO and other relevant staff regarding students who are causing concern
* Manage all administrative tasks relating to Attendance and Punctuality
* Produce a weekly summary of attendance across the academy and any other reporting on attendance as required to include information for SLT, Staff bulletin, weekly newsletter
* To support the School’s safeguarding procedures
* Responsibility for obtaining explanations for unexplained student absences in conjunction with tutors, HoY and parents/carers
* Responsible for producing the daily fire registers from Bromcom.
* To contact parents/carers of vulnerable students on the first day contact list on a daily basis to advise them of the student’s absence
* To contact parents/carers of students absent from school
* To provide accurate information for the school census and school audit, ARK monitoring and governors reports
* Manage the daily registration process
* Filing student records up to date

**Safeguarding:**

* Provide information and records for Wandsworth Attendance Panels
* Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
* Comply with the School’s Safeguarding Policy in order to ensure the welfare of children and young persons

**Person Specifications:**

Playing a full part in the life of the academy community, supporting its distinctive mission and ethos and encouraging to encourage staff and students to follow this example

* Actively promoting academy policies and procedures
* Responsibility for own continued professional development
* Compliance with the academy’s Health & Safety policy
* Adhering to the School’s Safeguarding Policy
* Uphold the academy’s behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
* The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal

I sign to acknowledge that I have read and understood the requirements of my job

Post holder signature: ........................................................... Date:...........................

Manager signature:................................................................ Date:...........................

**Safeguarding**

The post holder must be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to their role within the organisation.  They must also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to their role.  The post holder must ensure that their Line Manager is made aware and kept fully informed of any concerns which they may have in relation to safeguarding and/or child protection

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  To meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*