** Attendance Officer – Secondary Phase**

**Ark John Keats Academy**

**A rare opportunity to join an outstanding new school in north London.**

Ark John Keats is an all-through school in the London Borough of Enfield. Our intake is mixed and comprehensive in nature. We welcomed our first Reception classes in September 2013 and our first cohort of Year 7 pupils joined us in September 2014. The academy will reach full capacity in 2020 with just under two thousand pupils. Ark John Keats was judged ‘Outstanding’ in all areas in our Ofsted inspection of April 2015.

We are looking to recruit a committed **Attendance Officer** to join our secondary school team. In this varied and important role you will lead on improving the overall attendance of secondary students, as well as providing administrative support to the academy as part of a wider team. You will be required to uphold the vision and ethos of the academy at all times whilst driving improvements in this key area. You will be part of a team that is committed, aligned and passionate about our school.

It is a fantastic opportunity to be a member of a school that is breaking the mould by providing pupils from relatively disadvantaged backgrounds with a standard of education previously the preserve of the best fee-paying schools. If you share our vision, values and enthusiasm we would like to hear from you.

To apply please submit your application. The closing date for applications is**8am Monday 6th July 2020.** For an informal, confidential discussion please contact us at recruitment@arkjohnkeatsacademy.org or call us on 020 8443 3113

**Closing date: 8am Monday 6th July 2020.**

**Start date:** As soon as possible

**Salary: £22,779-£27,717 ( Ark Suppport Band 6,( Outer London ), Point 8-19) Dependent on skills and experience.**

**Working pattern:**

* 40 hours per week duringterm time (8:00am – 5:00pm, 39 weeks per year)
* 25 hours per week for 16 days during school holidays (8am – 1pm)
* 9.5 weeks annual leave, to be taken during school holidays

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Attendance Officer**

**Start date:** As soon as possible

**Reports to:** Pastoral Leader/ Secondary Office Coordinator

**Salary: £22,779-£27,717 ( Ark Suppport Band 6, ( Outer London ), Point 8-19) Dependent on skills and experience.**

**The Role**

The role of Attendance Officer is vital to ensuring the success and safety of students at our Academy. As well as maintaining accurate attendance records, the Attendance Officer works with staff, families and external agencies to challenge poor attendance and put in place appropriate measures to support children and families. The Attendance Officer will also provide data analysis to the member of staff in charge of attendance.

The role will also require adaptability, being part of the administrative team and supporting the smooth running of all academy activities.

**You will work closely with:**

* Administrative Team
* Heads of Year
* Safeguarding Lead
* Senior Leadership Team

**Key Responsibilities**

* Being accountable for increasing attendance across the academy
* Ensure all tracking and monitoring systems are rigorous and effective
* Administrating the academy’s daily attendance records on Bromcom, inputting attendance codes accurately and efficiently
* Managing secondary school attendance including maintenance of the registers, liaising with teachers and first day phone calls.
* Managing the process of medical letters and the communication around these
* Working with teaching staff to ensure registers are submitted accurately and on time, and working with the Vice Principal to achieve 100% compliance
* Producing, distributing and administrating paper registers when required
* Working with families to ensure negative patterns are removed, where possible this will include home visits.
* Liaising with the Education Welfare Officer and attend Welfare meetings
* Producing and sending attendance letters when required. Ensuring that the process is systematic and rigorous in terms of implementation and follow up.
* Producing reports weekly, monthly and as required
* Working with the inclusion department to address any other issues that may be causing poor attendance
* Identifying pupils with 100% attendance for positive recognition.
* Contributing to and reviewing of working practices to inform Attendance Policy and Routines.
* Completing administrative tasks to ensure the smooth running of the Academy.

# Other: To undertake other various responsibilities as directed by the line manager and Principal.

**Person Specification: Attendance Officer**

**Qualification Criteria**

* Right to work in UK
* Maths and English GCSE or equivalent at grade C or above
* Relevant qualifications in office administration and IT applications desirable.

**Desirable Knowledge and Experience**

* Experience of using databases and an excellent understanding of data
* Experience of working in schools/ with young people
* Experience of working within challenging communities
* Awareness and understanding of best practice to ensure safeguarding and child protection.
* Awareness and understanding of the law around attendance and attendance coding.

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Able to take ownership of tasks and work with minimal supervision
* Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
* Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
* Have exacting standards and a keen eye for detail
* Exercises sound judgment, especially relating to confidentiality and discretion.
* Keen to learn and further develop own skills

**Specific Skills**

* Excellent written and oral communication skills
* Good IT skills, including the ability to confidently use Microsoft Word, Excel and Outlook
* Willingness and ability to learn and operate new IT systems and databases
* Excellent administrative and organisational skills
* Understands the importance of confidentiality and discretion
* Ability to prioritise workload and hit deadlines.

**Alignment with Ark vision**

* Relentless drive to do what it takes to ensure all pupils succeed
* Ability to instil and ensure high expectations

**Other**

* Commitment to the safeguarding and welfare of all pupils
* Willingness to undertake training
* The post holder will be subject to an enhanced Disclosure and Barring Service check.