**Job Description: Attendance Assistant**

**Reporting to: Welfare Lead**

**Location: Ark Kings Academy, Shannon Rd, Birmingham B38 9DE**

**Contract: Fixed term for 2 years**

**Working Pattern: Term Time Only (36 hours per week, 39 weeks per year)**

**Salary: Ark Support Scale 5, pay Points 5-12 (£16827 - £19329 pro rata)**

**At ARK Kings Academy we take safeguarding very seriously. All adults who regularly work on our site are required to undergo a Disclosure and Barring Service (DBS) check to prevent unsuitable people from working with students.**

**The Role**

In this role you will provide a comprehensive administrative support with a focus on attendance to the school. You will collaborate with the other members of the admin team and the Welfare team including the Data Officer (with responsibility for attendance and admissions data), to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

To improve whole school attendance and punctuality to ensure it is above the national and network averages, working closely with all staff and parents to ensure that the vision and processes are clear.

To develop and maintain positive relationships between parents and the school and secure a positive relationship within the community

To be the secondary lead for absence calls.

Promote positive attitudes towards attendance within the academy.

**Key Responsibilities**

**Attendance**

* Support a variety of initiatives, both in-school and including statutory ones such as Fast Track and Spotlight , ensure that attendance and punctuality are above national average
* Track pupils who are late and absent and obtain reasons why. Make absence phone calls, follow up texts, record on Impero Edaware.
* Liaise with teachers and Heads of Year to provide work for all pupils who are absent for more than three days
* Support on Fast Track and Spotlight campaigns for pupils with persistent absenteeism as requested, complete administration tasks for Education Welfare team.
* Provide materials to promote attendance and punctuality in assemblies and be a part of the weekly celebration assemblies
* Liaise with the LA as required in relation to pupils’ attendance or missing from education
* Provide a full range of admin and secretarial support including typing, copying, recording, filing and classification of materials.
* Handle telephone calls with sensitivity and confidence, using initiative as required.
* Maintain good working relations with relevant colleagues and external agencies
* Adhere to academy, DfE and ARK guidance on attendance
* Undertake any other tasks as directed by the leadership team or line manager.r

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Arks data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Attendance Assistant**

**Qualification Criteria**

* GCSE English and Mathematics Grade C or above
* Right to work in the UK

**Knowledge, Skills and Experience**

* Experience of running effective administrative systems, preferably in a school environment
* Experience of data entry into databases and other IT systems
* Excellent communication, writing and editing skills
* Excellent organisation and time-management skills
* High level of proficiency with Microsoft Office
* Experienced and effective communicator with a wide range of stakeholders
* Able to take ownership of tasks and work with minimal supervision
* Works well as part of a team
* Has a genuine desire to involve themselves fully in the life of our school

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multi task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS 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.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order 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*.