



the  
**LatimerArts**  
College

# **INFORMATION PACK:**

## **Assistant Attendance Officer**



## The Latimer Arts College

### Job Description

Role:	Assistant Attendance Officer	Postholder:	
Scale:	Grade G8-12	Hours:	32.5 hours per week 39 weeks per year 8:15-3:15 (30 mins unpaid break)
Line Manager:	Attendance Officer	Direct Reports:	None
Date:	Oct 2025	Reviewed:	

### General Responsibilities

To assist in securing high standards of student attendance and punctuality.

### Specific Responsibilities

To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.

#### **Attendance and Punctuality**

- To promote the importance of good attendance with staff, students and their parents and carers;
- To implement the attendance procedures to improve attendance particularly for disadvantaged and SEND students;
- To support persistent absentees to improve their attendance, liaising with key staff and families as appropriate;
- To support the chasing of registers and coding of absences as required;
- To track the attendance of key students;
- To communicate home and at times conduct home visits in order to engage hard to reach families so that attendance can be improved;
- To support the reintegration of students with low attendance into school and lessons;
- To initiate attendance actions, including leading on the implementation and monitoring of Early Help Plans (attendance) and Parenting Contract Meetings (PCM) where student attendance falls below expectations;
- To monitor lateness and implement the relevant sanctions and initiate intervention for persistent lateness;
- To support with the attendance of students at examinations and for key NEA deadlines.

### **Other General Duties and Responsibilities**

To contribute to the following general duties, some of which will be on rotation and shared with the Student Support Team: Behaviour:

- To be present at the start of the day on gate duty and to monitor the late gate
- Where possible to support the Student Services Team with punctuality or attendance matters
- To be a Safeguarding Officer

To undertake any additional duties as deemed reasonable by the Principal.

## Person Specification: Assistant Attendance Officer

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
High standard of education	X		Application form / verified at interview
Relevant professional qualification		X	Application form / verified at interview

Working with Children and Young People: safeguarding	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview
Ability to implement relevant highly effective behaviour management strategies with children and young people	X		Application form / interview
Ability to raise self-esteem and expectations of children and young people	X		Application form / interview
Have an awareness, understanding and solution focused approach to overcoming attendance barriers (including mental health, wellbeing and anxiety) for students in enabling them to attend school	X		Application form / interview

Knowledge and Experience	Essential	Desirable	Method of Assessment
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection	X		Application form / interview
Knowledge and experience of school attendance systems and related government guidance	X		Application form / interview
Knowledge and understanding of the national initiative to improve the educational outcomes for students who are eligible for the Pupil Premium funding	X		Application form / interview
Experience of working with agencies that deliver children and young people's services	X		Application form / interview

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Proven track record of creating and implementing highly effective systems and procedures		X	Application form / interview
Ability to establish, maintain and share clear systems for keeping records and generating data to inform planning	X		Application form / interview
Ability to collate, monitor and analyse a range of data concisely and accurately	X		Interview
Strong ICT skills, especially in the use of Word and Excel	X		Interview
Experience of using SIMS (school's information management system)		X	Application form
Ability to work with confidential information where discretion is paramount and an understanding of data protection.	X		Interview

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families	X		Application form / interview
Ability to communicate effectively and relate well to other stakeholders	X		Reference / interview
Warmth, confidence and empathy informed by a clear sense of purpose in working with children and young people	X		Application form / interview
Physical and emotional resilience and reliability under pressure: managing the unexpected!	X		Interview
Creativity, energy and enthusiasm	X		Application form / interview
Efficient and organised: independent and effective in time management, with a strong ability to prioritise	X		Application form / interview
A willingness to be flexible and adaptable	X		Application form / interview
Good sense of humour	X		Application form / interview
A clear ability to work under own initiative and display flexibility	X		Application form / interview

<b>Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Willingness to contribute to the wider aspects of school life	X		Interview
Evidence of commitment to professional development	X		Application form / interview