

**Post Title:** Attendance Administration Assistant  
**Salary:** Grade 4  
**Location:** Base Kelvin Hall School

**Organisational:** Reporting to: Attendance Welfare Officer  
Responsible for: Not applicable

## Job Description

### Key Responsibilities

- Under the supervision of the Attendance Welfare Officer, provide an efficient and effective attendance system which aims to improve attendance by promoting all initiatives related to contacting families on the first day of absence, and advising appropriate staff on the outcomes.
- Under the supervision of the Attendance Welfare Officer, arrange and attend meetings with parents/carers at school or at home as necessary to develop and implement plans and discuss issues of concern.
- To be responsible for the monitoring of all attendance registers within the school and the production of related statistics/graphs for the Local Authority, Senior Leadership Team and other key staff.
- To check registers on a daily basis and follow up incomplete registers with the teachers responsible.
- To monitor the attendance of lessons throughout the day using SIMS lesson monitor.
- To assist in improving attendance by contacting families on the first day of absence by either telephone or the school's text messaging service. To deal with messages accordingly and check voicemails.
- To record pupils that are late and to notify parents accordingly and to organise lunchtime detentions with the appropriate Pastoral Year Leader.
- To be responsible for the monitoring of the school's text messaging system. To monitor rejected messages and invalid contact numbers and send letters accordingly. Also to use the text messaging system to communicate important and urgent messages to parents.
- To identify pupils whose attendance is showing signs of deterioration of their sickness is following a particular pattern and refer to the appropriate Pastoral Year Leader.
- To deal with the student services reception which may involve dealing with student sickness and relaying messages from parents to pupils.
- Any other duties of a similar nature and level of responsibility as requested by the Attendance Welfare Officer, Senior Leadership Team or Headteacher.
- Ensure the safe disposal of confidential waste.
- Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
- To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment

### Co-operative Values

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

As an employee of Thrive Co-operative Learning Trust you will be expected perform this role with these values underpinning all elements.

### Safeguarding

Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibility for Staff:</b>	N/a
<b>Responsibility for Customers/Clients:</b>	Provide guidance and support to parents and students with regard to student attendance and/or punctuality
<b>Responsibility for Budgets/Financial resources:</b>	N/a
<b>Responsibility for Physical Resources:</b>	Responsible for the day to day running of the text messaging service

### Personal Specification

		E	D	How Identified
<b>Qualifications</b>	Grade 4 or above (or equivalent) in English and Maths	✓		Certificates
	NVQ Level 2 or equivalent in Business or Administration or relevant subject		✓	Certificates
<b>Experience &amp; Knowledge</b>	Experience of working in an education environment		✓	Application Form Interview References
	Experience of working in a general administrative setting	✓		
	Knowledge of school attendance issues		✓	
	Awareness of the importance of confidentiality	✓		
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation		✓	
<b>Training</b>	To be prepared to undertake relevant and statutory school training	✓		Application Form Interview
	Commitment to continued professional development	✓		
<b>Skills/Attributes</b>	Motivation to work with children and young people	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under pressure, independently and use own initiative	✓		
	An accurate and well organised approach to work and the ability to work towards deadlines	✓		
	Excellent oral and written communication skills	✓		
<b>Disclosure &amp; Barring Service:</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check  This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		After shortlisting
		✓		