

***‘Helping every person achieve things they never thought they could’***

**JOB DESCRIPTION**

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| **Job Title** | **attendance Administrator** |
| **Status** | **PERMANENT** |
| **Pay Range** | **GRADE D SCP 6-11 (ACTUAL SALARY £21,564 - £23,350)** |
| **Hours of Work** | **37 HOURS PER WEEK – TERM TIME + 5 DAYS** |
| **Primary Purpose of the Job and** | * As part of the academy attendance team provide operational and administrative support to promote whole school attendance strategies. * To support the attendance officer improve children’s attendance thereby improving their access to learning, enabling all children and young people to maximise their educational opportunities. |
| **Responsible to** | EWO |
| **Main Duties and Responsibilities:**   * Apply the academy attendance and punctuality policy, including giving guidance and support to academy staff; * To assist in meeting agreed targets and outcomes in the academy; * To identify those children in need of support by reason of their absence from school; * To assist the academy to safeguard students through joint working with other agencies, arranging as appropriate. * Identify and follow academy and Local Authority procedures regarding children going missing from education; * Attend inclusion and attendance meetings and develop plans to support students with attendance related difficulties; * Understand, follow and implement procedures regarding child performance and child employment; * Attend and contribute to RAG, VRAG and Deep Support meetings as and when appropriate; * To liaise with parents regarding absence and attendance; * To maintain and evaluate systems of praise and recognition for good and improved attendance; * Check and update day to day management systems ensuring complete and accurate registers are taken; * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop; * Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties; * Participate in Performance Management reviews   **Additional Responsibilities**   * Deal with any immediate problems or emergencies according to the academy’s policies and procedures; * Respect confidential issues linked to home/students/teacher/academy work following the Trust’s Data Protection and Freedom of Information Policy; * Fire Marshall duties in the case of fire and/or emergency evacuation where applicable; * To comply with the academy’s Child Safeguarding Procedures, including regular liaison with the academy’s Designated Safeguarding Lead over any safeguarding issues or concerns; * To comply with the academy policies and procedures at all times; * Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation. | |
| **This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.** | |

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| **Date Job Description prepared/updated** | April 2024 |
| **Job Description prepared by** | Mr D Mckeon |