

***‘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.
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| **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.
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| **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 |