



**ROBERTSBRIDGE COMMUNITY COLLEGE JOB DESCRIPTION**

<b>Job Title:</b>	Attendance Administrator
<b>Pay Scale:</b>	East Sussex Single Status Grade 4
<b>Last updated:</b>	June 2024
<b>Responsible to:</b>	Senior Student Support Leader for Attendance
<b>Hours</b>	22.5 hours per week (term time only), 9.00 am – 1.30 pm daily

**Job Purpose (Main purpose of the role)**

To provide attendance administrative support to the Senior Student Support Leader for Attendance.

**Key Responsibilities and Tasks**

1. To operate the Arbor pupil attendance computer module.
2. To log information from the Pupil Absence line and Class Charts Absence Reporting system; taking telephone messages off the answerphone and absence messages from Class Charts and updating registers accordingly.
3. To transfer information from letters from parents into Arbor as required, and file as necessary.
4. To follow up unexplained pupil absence by telephone and email on a daily basis.
5. To liaise with the Senior Student Support Leader for Attendance with any concerns from attendance calls in the morning.
6. To respond to correspondence received from parents requesting time off for their child for medical appointments, requesting evidence of the appointments and noting them on the pupil attendance computer module.
7. To monitor that all registers are taken within a timely manner and chase where necessary.
8. To liaise and have meetings with parents/carers with student’s attendance concerns, as directed by the Senior Student Support Leader for Attendance.
9. To complete Attendance Support Plans with parents/carers where necessary.
10. Support to process Withdrawal from Learning requests.
11. To support in producing letters around attendance monitoring processes.
12. To produce attendance reports via Arbor.
13. To operate Inventry, the electronic signing in and signing out system for pupils.
14. Filing of attendance correspondence.

**Child Protection and Safeguarding Policy**

It is the post holder’s responsibility for promoting and safeguarding the welfare of children. You will comply with the College’s Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

<b>Signed:</b>	<b>Post Holder:</b>	<b>Date:</b>
<b>Signed:</b>	<b>Headteacher:</b>	<b>Review Date:</b>



## PERSON SPECIFICATION

**JOB TITLE** Attendance Administrator

**GRADE** Single Status Grade 4

### Knowledge

- A good knowledge of the work of a school.
- Knowledge of a range of computer applications including Microsoft Office applications.
- Awareness of the services provided by ESCC and the function of the team the role supports.
- Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities.

### Experience

- Experience of producing documents of a high standard.
- Experience of undertaking a range of clerical and administrative duties, including data input.

### Qualifications

- GCSE qualification (or equivalent) in Maths and English at grade A\*-C (9-4).

### Skills & Abilities

- Ability to demonstrate developed interpersonal and communication skills.
- Ability to organise own workload and demonstrate initiative.
- Ability to respond proactively to unexpected problems and situations.
- Ability to develop efficient record keeping systems.
- Ability to produce accurate and up-to-date records and reports as required.
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.
- Ability to produce accurate records of meetings.
- Ability to show sensitivity and objectivity in dealing with confidential issues.

### Personal Qualities

- Ability to demonstrate commitment to Equal Opportunities.
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.

### Desirable Criteria

- Previous experience of working in an administrative role.

**11904**



## Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input checked="" type="checkbox"/>
Working with children/vulnerable adults	<input checked="" type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>