

JOB DESCRIPTION

Post title	Attendance Administrator	Reporting to	Principal/ Assistant Principal
Location	Shireland CBSO Academy	Grade	Band D
Contract type	Permanent	Hours of work	37 Hours, Term time plus 3 weeks

Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

- To ensure all student attendance records are accurate and up to date.
- To produce accurate management reports to support the drive to improve attendance across the school.

Duties and Responsibilities

- To produce accurate and up to date information regarding student attendance.
- To ensure that daily attendance information is as up to date as possible, by monitoring the marking of registers and informing the Assistant Principal and Head of Year, of those not done and changing the marks for students arriving late.
- Advise parents as required on matters concerning attendance problems or queries.
- Enter lesson registers when a member of staff has a problem accessing the group on SIMS.
- Produce regular class registers for form Tutors and unauthorised absence reports for students.
- Undertake first day calls to families where a student is not in the Academy. To verify the reason for absence. Logging all voice mail messages and telephone calls.
- Conduct home visits
- To keep Pastoral Managers informed of any attendance problems, long term and persistent absences or lateness.
- To liaise with other attendance staff and the Education Welfare Officer to provide information to enable attendance problems to be pursued.
- Check, verify and amend as necessary any anomalies in lesson by lesson and roll call marks.

- General administration/clerical duties.
- Support for Academy events e.g. Open Evening and Parents Evenings.
- Use and Development of ICT as required.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.