



## St Laurence School Job Description

<b>Title of Post:</b>	Attendance Administrator
<b>Grade:</b>	NJC Pay Scale Grade E SCP 6-8
<b>Contract Terms:</b>	NJC Terms and Conditions SLS Generic job description for all support staff 15 hours per week (Thurs / Fr) 39 weeks per year
<b>Fundamental Task:</b>	To provide high-quality administrative support for pupil attendance, ensuring that attendance registers and absence records are accurate, timely and compliant with statutory and school requirements; to make first-day contact with families regarding absence; to monitor attendance patterns; and to support the school's wider attendance strategy to improve attendance and reduce persistent absence. This reflects the DfE expectation that schools maintain accurate registers, follow up unexplained absence promptly, analyse attendance data and work in partnership with families using a support-first approach
<b>Relationships:</b>	<p>The postholder is responsible to:-</p> <ul style="list-style-type: none"><li>• Data Manager</li><li>• Headteacher</li></ul> <p>Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.</p> <p>Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.</p>
<b>Main Duties:</b>	<p><b>Attendance Administration</b></p> <ul style="list-style-type: none"><li>• Maintain accurate, timely and compliant attendance registers using the school's MIS system.</li><li>• Ensure all registers are completed correctly and follow up promptly with teaching staff where marks are missing or unclear.</li><li>• Record and code pupil absence in line with DfE guidance and school procedures.</li><li>• Maintain clear, auditable attendance records, ensuring all data is up to date and securely stored.</li><li>• Ensure daily truancy and unexplained absence notifications are identified and issued in a timely manner, in line with school procedures and statutory expectations.</li><li>• Carry out first-day absence procedures, including contacting parents/carers promptly for unexplained absence via telephone, email or messaging systems.</li><li>• Escalate any concerns relating to non-contact or safeguarding risks in line with school policies.</li><li>• Monitor daily, weekly and termly attendance patterns, including persistent and severe absence, and punctuality.</li><li>• Work closely with the safeguarding team to support vulnerable pupils.</li><li>• Liaise with external agencies such as alternative provision attendance teams.</li><li>• Complete and process all exclusion paperwork in line with school procedures and statutory requirements.</li><li>• Ensure accurate and timely recording of exclusion data within the school's systems.</li><li>• Support communication with parents/carers and relevant stakeholders regarding exclusions, as directed.</li><li>• Other general administration as directed</li></ul>

**Resources** The jobholder is accountable for the Reception and front of house administration for the school.

**Working Environment** The work must be completed methodically and to deadlines and the programme of work.  
There will be a high level of interaction with students and outside agencies.  
Contact with students/parents is about routine matters.  
Extensive use of Display Screen Equipment

**For all staff** - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school