

Job Description & Person Specification

Attendance Administrator

**Part time (30 hours per week), 35.2 working weeks, Term Time plus 10 days
Actual salary £17,657 - £21,783 pa depending on experience, depending on
experience.**

Required for September 2026

Do you believe in promoting good attendance and punctuality among students?
Do you have excellent organisational and communication skills and an affinity with
data?

If so, we have an exciting opportunity for you to join The Belvedere Academy's
Attendance Team as an Attendance Administrator.

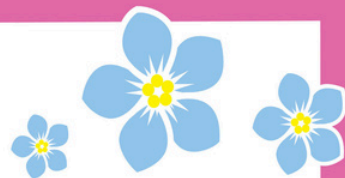
The Belvedere Vision:

Our vision is that all of our students have excellent attendance because they feel that they belong in our school and that they are a key part of its diverse and thriving community. Our approach to our children and their families prioritises relationships whilst ensuring that we maintain high standards. As a key member of the academy's administration and support team, you will have specific responsibility to monitor and report on whole school attendance and punctuality, analysing data to identify key areas of concern. You will work closely with colleagues, pupils, parents/carers and external agencies such as Educational Welfare, to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

Job Purpose

To ensure high levels of student attendance at The Belvedere Academy by supporting the Attendance Team to monitor patterns of absence and students at risk of persistent absenteeism. This role requires an efficient yet holistic approach to support students and families with attendance issues whilst ensuring that we remain compliant with DfE regulations.

Key Responsibilities:



Daily Attendance Administration

- Receive and process first response telephone calls, emails, and messages from parents/carers reporting student absences.
- Record and update attendance information accurately using SIMS and other school systems.
- Ensure daily attendance registers are completed accurately and on time, following up on missing or incomplete registers with staff where necessary and clearing all N codes.
- Support first response absence procedures by contacting parents/carers promptly regarding unexplained student absences each morning.
- Monitor attendance registers to identify pupils who may be truanting from lessons and report concerns to relevant staff.
- Monitor pupil sign-in and sign-out records using InVentry, ensuring accurate recording of arrivals, departures, and identifying patterns of concern.
- Input attendance-related events, codes, and notes onto the school register system.
- Process, check, and verify supporting evidence for student absences (e.g. medical notes, appointment confirmations, or parental explanations), ensuring appropriate attendance coding is applied in line with statutory guidance and school policy.

Attendance Communication and Support

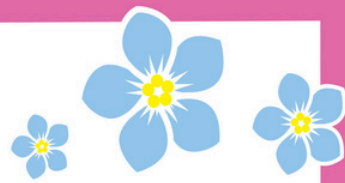
- Support with drafting and sending attendance letters, warning notices, and other attendance correspondence to parents/carers.
- Promote the importance of regular school attendance and punctuality in communications with students and families.
- Provide administrative support for attendance meetings and intervention processes.

Monitoring, Safeguarding and Compliance

- Assist with maintaining accurate fire registers and attendance documentation.
- Record relevant safeguarding and attendance concerns accurately on CPOMS in line with safeguarding procedures and statutory guidance.

General Administrative Duties

- Participate in staff meetings and relevant training sessions.
- Provide cover for the Attendance Officer where required.
- Undertake additional administrative duties as directed by line management.



Outcomes and Impact

- Contribute to improving whole-school attendance and reducing persistent absence rates through accurate, timely, and consistent attendance administration and follow-up processes.

Person Specification

Essential

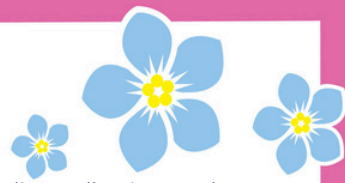
- Passion for data and how it can be used to inform practice.
- Some experience in a relevant field where meaningful analysis of data is key.
- Excellent communication and interpersonal skills, with the ability to build rapport with students, families, and colleagues.
- Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent IT skills, including proficiency in Microsoft Office Suite and database management systems.
- Awareness of child protection and safeguarding procedures.
- Commitment to promoting the well-being and academic success of all students.
- Flexible and adaptable approach to work.

Desirable

- Experience of working in a secondary school setting.
- Knowledge of relevant legislation and guidance related to school attendance.
- Experience of using data systems and analysis to inform decision-making.
- Training in relevant areas such as safeguarding, child protection, and conflict resolution.

Additional Responsibilities

- To assist with general administrative tasks as required.
- To support colleagues in other areas within the wider support staff, including sickness cover.
- To carry out any other reasonable duties as assigned by the Principal or the Designated Attendance Lead.
- To ensure the academy's equal opportunities policy is fully complied with.
- To have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.



- To undertake appropriate professional development including adhering to the academy's performance management process.
- To adhere to the ethos of the academy and promote the agreed vision and aims of the academy.
- To act with personal integrity and professionalism.
- To maintain confidentiality of information acquired in the course of undertaking duties for the academy.

A DBS Disclosure at enhanced level will be required.