



Location: The Bolsover School, Bolsover, Derbyshire, Chesterfield, S44 6XA

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

Hours of work: 37 hours per week, term time only

Responsible to: Assistant Headteacher/Operations Manager

Post objective: To be part of the school support staff team, with a primary focus on the daily student attendance administration and routines in addition to giving administrative support to the Attendance Officers (School and Trust/Assistant Headteacher with a focus on improving attendance)

Main Duties and Responsibilities:

- Under the guidance of the Trust Attendance Manager, be responsible for the administration of daily Attendance data. To include:
- Maintain and update accurate attendance records, inputting data onto the academy data systems as necessary.
- Check registers for absentees and make first day response calls or send texts, ensuring records of all telephone calls to parents are kept.
- Take phone calls and pick up messages from parents regarding student absence.
- Ensure staff have completed registers in a timely fashion by notifying them when a register is missing.
- Organise meetings with students and parents with the Attendance Officer, Head of House and members of SLT
- Provide attendance reports as requested
- Regular liaison with the Trust Attendance Officer on matters relating to student attendance
- Give administrative support to the Heads of House where time permits by way of filing, calls home to parents, issuing of standard letters etc.
- When required, support in the main office with general administrative tasks
- Set late detentions and send letters and texts home in relation to lateness to school
- Update SIMS registers and add comments where a reason for absence is given
- Monitor punctuality to school and input late gate marks and add comments on class charts
- Liaise with the safeguarding team and notify them of any relevant absences
- Check attendance of students at Alternative Provision and offsite directions
- Provide face to face attendance mentoring for students where required
- Chase and update N marks

- Send out attendance letters at the request of the School and Trust Attendance Officers.
- Record students signing in and out of school for appointments etc.
- Produce attendance reports for Heads of House and SLT
- Produce weekly data in relation to late marks
- Take part in daily Attendance Team meetings
- Give administrative support where time permits by way of filing, calls home to parents, issuing of standard letters etc.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

General:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.

The role of Attendance Administrator involves significant contact with students and with access to potentially sensitive data. The role engages in regulated activity and requires and clear, enhanced DBS.