

Job Description and Person Specification for Attendance Administrator

Post Held: Attendance Administrator

Responsible to: Business Support Manager, SLT and Lead FLO,

Liaises with: ELT, FLOs, Office staff, pupils, parents and Class teachers

Salary: Bucks Pay 2 £26,522 - £28,742 FTE (Actual salary £19,271 - £20,844)

The Attendance Administrator plays a key role in leading and supporting the school's attendance strategy through the effective administration, reporting, monitoring and analysing of pupil attendance data. Working closely with the Core Attendance Team, Family Liaison Officers and members of the Office team, the postholder will ensure accurate attendance records are maintained, attendance concerns are identified promptly and actions are swift to improve low attendance and that all communications with families and external agencies are managed efficiently. Whilst this role is mostly administration based it also has an element of working with families and pupils to improve attendance.

This job description may be amended to reflect the changing needs of the pupils and the school. The postholder may also be required to undertake other reasonable duties as directed by the Headteacher.

Attendance Monitoring and Administration

- Lead on the follow up and monitor daily attendance and punctuality, identifying absences that require follow-up and ensure actions are taken such as calls and meetings with parents.
- Contact parents/carers regarding unexplained absences in line with school procedures and follow up with relevant actions.
- Maintain accurate and up-to-date attendance records using the school's management information systems.
- Track attendance for identified pupils or groups whose attendance falls below the school targets/figures with clear outcomes and actions.
- Produce a variety of attendance reports and data for school leaders, governors and external agencies as required.
- Support the administration of attendance interventions, attendance clinics and attendance review meetings.
- Prepare and issue attendance-related correspondence, including meeting invitations, warning letters and outcome letters as per our policy.
- Coordinate and administer the penalty notice process in line with Local Authority guidance.
- Support the implementation of Children Missing Education (CME) procedures where appropriate.
- Maintain records relating to Elective Home Education (EHE), reduced timetables and other attendance-related processes.
- Ensure all attendance documentation is confidential, accurate and compliant with GDPR requirements.

Communication and Coordination

- Act as a point of contact for parents/carers and staff regarding attendance enquiries.

Our School Values are *Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion*

- Liaise with teachers, pastoral staff, Family Liaison Officers and ELT regarding attendance concerns.
- Coordinate attendance meetings and reviews, including arranging appointments and preparing documentation.
- Maintain communication records and ensure actions arising from meetings are recorded and followed up.
- Support referrals to external agencies and maintain associated records.
- Communicate attendance procedures and expectations to parents/carers as required.
- Attend Attendance meetings alongside the Core Attendance Team sharing information about families and actions taken.

Attendance Reporting and Data Management

- Analyse attendance data and identify trends, emerging concerns and pupil group information.
- Provide regular attendance reports to senior leaders.
- Monitor and track attendance of disadvantaged pupils, pupils with SEND and other identified groups.
- Support leaders in evaluating the impact of attendance interventions through accurate data collection and reporting.
- Lead on supplying reports/data for submission with attendance audits and statutory returns.

Support for Attendance Initiatives

- Lead on the organisation and administration of timely attendance promotion activities and incentives.
- Lead on meeting with parents to improve attendance.
- Lead on working with pupils on interventions where attendance is too low.
- Lead on working with staff to support teams to improve attendance.
- Lead on attendance awareness campaigns and school communications relating to attendance.
- Assist the office team with the induction process for new pupils by ensuring attendance records and relevant documentation are obtained and recorded.
- Lead on the administrative support for attendance events, meetings and workshops involving parents/carers.
- Lead on ensuring attendance information is effectively communicated through newsletters, letters and school communication platforms.

Safeguarding and Compliance

- Be aware of safeguarding responsibilities and report concerns through the appropriate channels.
- Escalate attendance concerns which may indicate safeguarding risks in accordance with school procedures.
- Follow school policies relating to attendance, safeguarding, confidentiality and data protection.
- Participate in relevant training and professional development activities.

Person Specification

	Essential	Desirable
Experience	• Experience in admin processes and procedures and ability to adapt them for Attendance • Experience of supporting children and families • Of data and analysis • A role in being proactive • Experience of providing support, guidance and problem-solving to families	• Attendance experienced • Experience in Attendance procedures/systems
Understanding	• Awareness of policies relating to equal opportunities, confidentiality and data protection • Awareness of pastoral support and parental engagement programmes with visible impact • Awareness of the importance of attendance at school • Awareness of the interrelationship between safeguarding and attendance	Attendance CPD
Qualifications or Training	• GCSE English Language Grade C or above or equivalent • GCSE English Literacy Grade C or above or equivalent • GCSE Maths Grade C or above or equivalent	• Any other qualifications relevant to post - such as Excel management
Practical Skills	Ability to; • support the school's vision and aims • plan, resource and deliver a set programmes of work • monitor and evaluate approaches of support • advise and support parents in the delivery of programmes at home • co-ordinate record keeping systems and processes in line with school policy • support pupils with attendance needs	Ability to; • Use Arbor MIS • Use attendance systems • Use IT to support the role
Personal Qualities & Attributes:	• To communicate effectively • Proactive and timely working • The ability to work independently and as part of a team • High expectations of themselves and the team, families and children they support • Calm and rational	• A sense of humour • An ability to listen