

Attendance and Inclusion Lead

Salary:	Band 6 SCP 7-11
Reporting to:	Headteacher
Location:	Ley Top Primary School

Main Purpose of the Role

- Promote and improve children's attendance across the school.
- Provide administrative support for attendance, inclusion and SEND processes.
- Lead on admissions and appeals administration.
- Work with families, staff and external agencies to support children's wellbeing and engagement.
- Be part of the safeguarding team.

Key Responsibilities

- Monitor attendance daily and follow up on absences.
- Liaise with staff, families and external agencies regarding attendance, welfare and inclusion.
- Support children and families with attendance concerns.
- Carry out home visits when necessary.
- Lead administrative processes for admissions and appeals.
- Maintain accurate records on the school MIS (Arbor).
- Produce attendance reports for staff and leadership.
- Support SEND administration including paperwork, records and liaison with professionals.

Administration Duties

- General office tasks including typing, filing, printing and data entry.
- Prepare letters, reports and notices.
- Manage attendance and SEND-related communication.
- Ensure compliance with data protection and confidentiality.

Support for the School

- Follow safeguarding, health and safety and data protection policies.
- Promote an inclusive environment and equal opportunities for all children.
- Build effective relationships with staff, families and professionals.

Person Specification

<u>Qualifications and Training</u>	<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Minimum of GCSE English and Mathematics at Grade C or above (or equivalent) • NVQ Level 3 or equivalent or experience in a relevant discipline • Full driving license • Designated Safeguarding Lead training/experience 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<u>Knowledge</u>		
<ul style="list-style-type: none"> • Experience of school office work including reception, switchboard and typing/word processing • Good literacy and numeracy skills • Good communication skills including telephone/reception skills • Use of office machinery and able to undertake basic maintenance routines • Experience in the use of databases and other software packages with a high level of word processing/typing skills e.g. Microsoft Office, Arbor • Have a neat and organised approach to work • Be willing, courteous and able to work both using your own initiative and in a team • Respect confidentiality • Knowledge of systems and processes in the SEND system 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
<u>Skills & Ability</u>		
<ul style="list-style-type: none"> • Excellent organisation and administration skills • Excellent verbal and written communication skills • Accuracy and attention to detail • Ability to prioritise own workload • Ability to speak other languages 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
<u>Experience</u>		
<p>Experience of the following:</p> <ul style="list-style-type: none"> • Experience in a similar role as attendance officer • Experience working within the SEND environment and an understanding of the statutory responsibilities • Experience of line management responsibilities <p>Experience of the following:</p> <ul style="list-style-type: none"> • Using Microsoft Office with good IT skills • Experience of working in a school office environment to include development, management and operation of administrative systems • Working with young people and families 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

This post is subject to satisfactory vetting, including a satisfactory enhanced disclosure from DBS