

**JOB DESCRIPTION**

**Job Title: Attendance and Safeguarding Admin Assistant**

**Line Manager: Attendance Officer**

**Hours of Work: 36 hours per week Mon-Fri x 44.2 weeks – (6 hours will be allocated to Student Reception admin)**

**Principal Accountabilities:**

* To work alongside the Attendance officer in identifying and working with individuals and groups of students to improve attendance and punctuality
* To support the Attendance Officer in working closely with parents/carers and students to improve levels of attendance and punctuality
* To monitor truancy of targeted students
* To monitor the attendance of known vulnerable students
* To be responsible for the admin and maintenance of the CPOMS Safeguarding online platform

**Main Duties and responsibilities:**

* To support the Attendance officer with the recording and monitoring of student attendance and punctuality; duties will include:
* Working with groups of students to improve levels of attendance
* Working with parents/carers and other agencies in improving their child’s attendance record and coordinating parental support and training where appropriate
* Ensuring all registers are completed and no missing marks or unexplained absences remain – tracking and reporting internal truancy
* Assisting with the identification of students who will receive support in improving their attendance record
* Following School Policy of ‘first day contact’ within the school
* Checking and reminding any necessary staff to complete registers
* Reporting any repeated issues with the taking of registers to the Deputy Headteacher (Attitudes and Behaviour)
* Monitoring the attendance of vulnerable groups of students and identify patterns in absence or punctuality; to inform key staff of this
* Checking the accuracy and correct coding on registers
* Providing updates for staff on student attendance
* Keeping SIMS up to date
* To deputise for the Attendance Officer in their absence
* To support the Designated Safeguarding Lead and Safeguarding Team by
* Being responsible for the Admin of CPOMS, including:
* Transferring of incoming and outcoming files
* Uploading key documents for staff
* To support Student Reception for 6 hours per week
  + Duties as directed by Student Services Coordinator, which will include:
  + Admin work applicable to Student Reception
  + Covering Student Reception as needed within allocated time
  + Taking calls from parents/carers
  + Liaising with Main Reception
  + Signing students in/out
  + Send Groupcall messages
  + Liaise with Year Group Leaders (YGL) and Assistant Year group Leaders (AYGL) as required
* To be a trained First Aider
* Undertake compulsory training applicable to the role as directed by the school
* To review and develop your own professional practice, including taking part in annual performance review
* Any such other reasonable task that the Line Manager may reasonably request

**SAFEGUARDING**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield’s Safeguarding/Child Protection policies
* To undertake compulsory Safeguarding Training as directed by the school

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

**The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Line Manager/Headteacher.**

Name: …………………………………….. Date: ……………………….