



School Name: Acklam Grange School
Post Title: Attendance and Welfare Administrator
Responsible to: Headteacher
Assistant Headteacher
Inclusion Manager

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To provide a professional administration service and adhere to the school attendance procedures.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- Day to day processing of statutory attendance records (student registers)
- Maintain lesson monitor module
- Providing excellent customer service when dealing with external phone calls
- Communication with stakeholders
- Recording necessary information on CPOMS
- Prepare School correspondence to stakeholders to a high standard in the appropriate 'house' style
- Day to day processing of leave of absence forms and Fixed Penalty Notices
- Preparation of weekly attendance information
- Liaison with year teams and form tutors regarding attendance records and providing them with daily attendance data
- Liaison with teaching and behaviour staff regarding missing marks
- Monitoring of attendance records as directed by the Education Welfare Officer/Assistant Headteacher, Pastoral staff and SLT (attendance spot checks)
- Preparation of information for use by staff and the Education Welfare Officer (EWO) in attendance meetings and attendance proceedings, where required.
- General administration duties as required.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check and, where applicable, a prohibition from teaching check will be completed for all applicants.