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**School Name: Acklam Grange School**

**Post Title: Attendance and Welfare Administrator**

**Responsible to: Headteacher**

 **Identified Assistant Headteacher**

**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:**

* Report to the Education Welfare Officer
* 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
* General administration duties as required.
* Supporting preparation of legal documentation for attendance proceedings.

**ALL EMLOYEES 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.**