



# Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Attendance Assistant and Student Records Manager
Grade	E (SCP 11-16)
Contract	36 hours per week, term time only
Working pattern	Monday – Friday, 8am – 4pm
Responsible to	Senior Leader for Safeguarding and Attendance
Responsible for	N/A

## Core Purpose

The core purpose of the role is to provide a professional, efficient and effective administration of student attendance and student records. You will be responsible for administrating all aspects of student attendance and managing student records, working closely with colleagues and parents and you will provide general administration support to the school.

## Job Description

### **Student Attendance**

- To be responsible for the accurate recording, monitoring and administration of student attendance and absence.
- To investigate missing registers/marks and update on the MIS.
- To produce registers daily for fire evacuation.
- To make contact with parents on the first day of a student's absence to ascertain reasons for absence.
- To record and monitor reasons given for absence.
- To be responsible for establishing and maintaining good communication links with parents and carers.
- To build and maintain good relationships with students and staff.
- To provide support to the Education Welfare Officers in dealing with attendance related issues.
- To liaise with external agencies to investigate and manage poor school attendance.
- To identify and raise absence patterns and potential future issues.
- To produce information and statistics for school attendance panels and to represent school at the panels.

### **Student Records Management**

- To have overall responsibility for the monitoring, maintenance and management of student records held in the MIS database (currently SIMS) and other related software.
- Ensure the accurate transfer of data of for student admissions and student leavers.
- Produce reports for school leaders as required.
- Liaise with school leaders to prepare the census for submission to the Department for Education.
- Work with the finance team regarding Free School Meals and associated Free School Meal-related initiatives.
- Securely dispose of student records in line with GDPR and the schools Data Retention Schedule.

### **Whole school support**

- To provide administrative support to the school as required.
- To actively promote the school's policies.
- To maintain a high level of confidentiality due to the nature of the work undertaken.
- To commit to the safeguarding of all children and young people.
- To carry out supervision duties as required,

- To cover reception on an ad hoc basis if required.
- To supervise students on visits, trips and out of school activities as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.