



## Notley High & Braintree Sixth Form

### Job Description

#### Position: Attendance Assistant

<b>Salary:</b>	Scale 3, point 4-5
<b>Contract:</b>	Permanent

<b>Job Purpose:</b>	To provide effective and efficient attendance administration to the school
<b>Duties &amp; Responsibilities:</b>	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• Clear absence lines each morning and record in Arbor.</li> <li>• Ensure all AM/PM registers are taken.</li> <li>• Chase morning registers not taken.</li> <li>• Send out lesson checks for lesson attendance.</li> <li>• Ensure lesson attendance marks are correctly coded.</li> <li>• Update lesson registers taken by a covering staff member.</li> <li>• Carry out daily absence calls/ electronic messages to parents of students absent.</li> <li>• Liaise with Tutors, Raising Standard Leaders, Pastoral Managers as appropriate.</li> <li>• Liaise with the Exams Office as appropriate.</li> <li>• Liaise with Welfare Call regarding attendance of looked after children.</li> <li>• Process daily responses from electronic messages into Arbor.</li> <li>• Liaise with the Attendance Officer as appropriate and support with additional administrative tasks when required.</li> <li>• Prepare daily absences &amp; lates report for Raising Standards Leaders, Pastoral Managers and Attendance Officer.</li> <li>• Call and confirm daily attendance for students on Alternative Provisions.</li> <li>• Prepare a weekly report for students who have been absent for 3+ days for Deputy Headteacher, Raising Standards Leaders, Pastoral Manager and Attendance Officer.</li> <li>• Call parents on day 3 of absence for updates.</li> <li>• Responsible for Student Guides.</li> <li>• Prepare Fire Drill Registers.</li> <li>• Maintain Tutor Register Folders.</li> <li>• Distribute AV1 Robots as required.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Send out notes for members of internal &amp; external staff if required.</li> <li>• Answer queries as they arise.</li> <li>• Keep track of all room changes.</li> <li>• Answer telephone and respond to and re-direct queries.</li> <li>• Phone Parents/Carers when required.</li> <li>• Assist with any student enquiries.</li> <li>• Order and prepare Tutor Register Folders for the new academic year.</li> </ul>



The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated October 2024.