

Attendance Assistant (Grade C)

Job Description

Key purpose of the role

Enable our Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place' by assisting the work of the Academy in monitoring attendance, ensuring all students are accounted for at all times, reducing the number of persistent absentees and improving overall levels of attendance and punctuality.

Your responsibilities

- Conduct our N code system to ensure that all children are safeguarded and accounted for at all times.
- Consult attendance data for Years 7-11 on a daily basis.
- Help to ensure that attendance and punctuality are accurately recorded.
- Make daily phone calls for non-attenders
- Make referrals where appropriate to Education Welfare Service, Connexions and other agencies.
- Set targets with students and parents and carry out appropriate interventions to improve attendance.

Grading criteria

- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work carried out within clearly defined rules and make decisions from a range of established options
- Make decisions which have limited or short-term effects on immediate colleagues, students or members of the community.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/practical skills embedded in the professional area.

Attendance Assistant (Grade C) Person Specification

Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) in English and Maths 	Essential
Experience	<ul style="list-style-type: none"> Administrative experience 	Essential
	<ul style="list-style-type: none"> Administrative experience in an educational setting 	Desirable
Key skills	<ul style="list-style-type: none"> Effective communication skills 	Essential
	<ul style="list-style-type: none"> Attention to detail 	Essential
	<ul style="list-style-type: none"> Able to problem solve 	Essential
	<ul style="list-style-type: none"> Computer literacy 	Essential
	<ul style="list-style-type: none"> Able to fulfil all aspects of the role with confidence and fluency in English 	Essential
Values	<ul style="list-style-type: none"> Ambitious: works hard, has the highest standards and is positive for the future. 	Essential
	<ul style="list-style-type: none"> Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. 	Essential
	<ul style="list-style-type: none"> Collaborative: builds strong relationships and networks. 	Essential
Job Evaluation	<p>JE Job Number: AD3</p> <p>JE Score: 330</p> <p>Grade: C</p>	