



# Job Description

## Attendance Assistant

Job Title:	Attendance Assistant
Job Purpose:	To provide day to day administrative support to the Attendance team
Main Duties:	<ul style="list-style-type: none"><li>Follow up any issues with morning registers.</li><li>Send out lesson checks for attendance.</li><li>Update lesson registers taken by outside cover staff.</li><li>To ensure all class registers are taken and to follow up any missing marks for students.</li><li>To liaise with Student Services regarding missing registers and lesson checks.</li><li>Monitor absence lines each morning and record in Arbor. Record absence information received from parents on Arbor. Log and check attendance codes daily.</li><li>To carry out daily absence calls/ electronic messages to parents of students absent (including first day calling).</li><li>To liaise with tutors, Raising Standard Leaders, Pastoral Managers, Attendance Officer as appropriate.</li><li>To liaise with the Exams Assistant as appropriate.</li><li>To process daily responses from electronic messages about absences into Arbor. To include processing messages received from previous day.</li><li>To liaise with Attendance Officer as appropriate and support with additional administrative tasks when required.</li><li>Send out notes for members of internal &amp; external staff if required.</li><li>Answer telephone and respond to and re-direct queries.</li><li>Phone Parents'/Carers to follow up attendance and support Attendance Officer to improve attendance in school.</li><li>Support Attendance Officer with recording information on Attendance Chronologies.</li><li>Assist with any student enquiries.</li><li>The role will also include some other admin tasks linked to the main office.</li></ul>

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment