



# Job Description

**Job Title:** Attendance Assistant

**Reporting to:** EWO

**Grade:** 3

## **Overall purpose of the post:**

Responsibility for the day to day registration systems and processes and provide clerical and operation support to the academy to promote whole school attendance strategies.

To improve attendance levels and reduce persistent absence in line with academy targets under the supervision of the Education Welfare Officer.

## **Main Duties and Responsibilities:**

- To ensure that all registers are completed and maintained with complete accuracy on a daily basis;
- To ensure that all attendance data is entered onto the database including for visits and other on or off site activities;
- To communicate and advise academy staff of the policy and procedures necessary for the correct functioning of the attendance system;
- To maintain the academy's attendance Management Information System, together with the daily automated system to contact parents/carers regarding absent and/or late students;
- To communicate with parents/carers regarding attendance and keep records of calls and reasons for absence, offering support and challenge where appropriate;
- To send out appropriate correspondence to parents/carers regarding absence and attendance, including processing student leave of absence requests;
- To identify concerns and highlight attendance issues to the appropriate member of academy staff;
- Liaise with the Education Welfare Officer and Learning Manager to help raise academy attendance and reduce persistent absence;
- Late gate duty;
- Provide data to colleagues who monitor and take action on student attendance/punctuality issues, including SLT and Learning Managers;
- Register late students and/or those who leave the academy site during the academy day;
- General administration duties as required
- Produce and maintain displays on attendance around the academy.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- To cover various Inclusion duties in the event of sickness or absence, under the direction of the Inclusion Co-ordinator, to enable a continuation of business need and statutory compliance on behalf of the student;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.