



DUNRAVEN EDUCATIONAL TRUST



Attendance Assistant

Responsible to: The Attendance Officer on a day to day basis and/or member of the Senior Team

Pay scale: NJC Scale 4 (point 7-10) pro rata for term time only

Work Pattern: Full Time, Term Time Only
8.00am - 4.00pm (excl meal breaks)

Location of Post: The Elmgreen School, SE27 9BZ

JOB DESCRIPTION

Key Responsibilities:

To assist the Attendance Officer in providing administrative support in all issues related to raising standards of student attendance and punctuality.

Administrative & Operational Responsibilities

1. Assist with receiving communications from parents/carers, and external bodies (e.g. Social Services) related to absences/lateness;
2. Assist with organising all administrative tasks pertaining to lateness, manning the 'late-gate' to register students in the absence of the Attendance Officer, and aid (if required) with follow-up telephone calls to parents on a daily basis
3. Support with "First day absence" contact for students not in school and for all persistent absentees (< 90% attendance).
4. Sharing of information with relevant staff using the school's communication systems and maintaining accurate student attendance data on SIMS and any other information system.
5. Assist with coordinating and preparing all documentation for Attendance Panels with parents and relevant staff, regarding student absence and punctuality as set out in the Academy's attendance policy.
6. Assisting with the administration of Court and fine proceedings for persistent absentees (< 90% attendance)
7. Communicating effectively, with the Student Support Service, Multi Agency Panel Meetings, Educational Welfare Officer and other relevant staff, regarding attendance and punctuality, if and when required.
8. Assist with ensuring all relevant information regarding absence/lateness, school trips, exclusions etc. is accurately entered on SIMS and all registers are kept up to date and disseminated to all relevant stakeholders ;

9. Assist in preparing attendance reports for SLT, EWO, RSLs, HODs and Narrowing the Gap groups as requested;
10. Inform relevant staff when correct register procedures are not followed in line with the Attendance Policy and produce follow-up letters in liaison with the Deputy Head
11. Provide general clerical and administrative support related to attendance and punctuality, e.g. photocopying, filing, completing routine forms, responding to routine correspondence etc.
12. Provide general advice and guidance to staff, students and others;
13. Occasionally be required to cover the main day-to day duties of the Attendance Officer should they be absent, ie. due to sickness or training

Other key responsibilities

1. To assist with student first aid and welfare duties, communicating effectively with pupils, parents and SLT on issues, as appropriate
2. To spend a designated number of periods per week on the First Aid rota in the school office, as agreed with the Office Manager.
3. To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
4. To undertake any other administrative duties and to comply with any reasonable request from a Senior Manager to undertake work of a similar level.
5. To engage actively with the performance review process and take responsibility for own development.
6. To be fully aware of and understand the duties and responsibilities from the *Keeping Children Safe in Education 2022 guidance* and *Working Together* in relation to child protection and safeguarding children, young people and vulnerable adults and *Working Together to Improve Schools Attendance, August 2024*
7. To ensure that the DSL/DDSL is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
8. Complete in-house Level one Safeguarding Training,

Other

- To unequivocally support and promote the values and ethos of The Elmgreen School
 - Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
 - Take responsibility, appropriate to the post, of tackling racism and other forms of discrimination and promoting good race, ethnic and community relations
 - Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Trust
 - Work in accordance with the Schools Health and Safety Policies and Procedure
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PERSON SPECIFICATION

Qualifications, experience and knowledge.

- Minimum GCSE (grade 4/C) English & Maths
- Previous experience of working in a school or being involved with student attendance (desirable)
- Experience of working in a busy office or administrative environment
- Demonstrable experience in delivering effective administrative and organisational skills.

Competencies and Skills

- Excellent administration and ICT skills, with experience of using SIMS (desirable), Google Mail and docs and Microsoft 365
- Ability to work proactively and independently, and as part of a team
- Excellent interpersonal skills when dealing with students and parents, and the ability to establish good professional relationships with staff at all levels
- Able to analyse complex data and identify trends and relevant information.
- High level of accuracy and attention to detail, and meticulous in planning
- Excellent time management skills, able to work under pressure while maintaining own effectiveness, meeting and negotiating deadlines.

Personal Qualities

- A strong team player, able to work collaboratively and effectively with a range of styles and personalities
- Excellent communication skills, able to use a range of methods for effective communication
- Willing to be adaptable and flexible when working within a busy and fast changing environment
- Some flexibility with working hours
- An excellent record of attendance and punctuality
- Able to display tact and resilience within a busy environment

Desirable Skills and Experience:

- Familiarity with SIMS or SIMS databases
- Experience of working with children or young people.
- Experience of working within an educational environment.
- Knowledge and understanding of school systems.
- First aid at work qualification

Equal Opportunities

Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

The Elmgreen School is a non-smoking and non-vaping environment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: AMI	Created: 13.11.2024
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