

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Attendance Co-ordinator	Location	Abbeyfield School
Salary	Grade F, Point 6 to 7: £26,846 to £27,274 FTE	Hours	37 hours per week Permanent 39 weeks per year
Department	Attendance	Reports To	Attendance Manager

JOB PURPOSE:

To work alongside key school staff in the school to promote excellent attendance, reduce levels of absence and to provide admin support as and when required.

KEY RESPONSIBILITIES AND DUTIES:

Attendance Monitoring

- Ensure all registers are completed correctly on Classcharts and Arbor.
- Ensure that 'first day absence calls' for all students are sent through the truancy call system.
- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To ensure all unexplained absences are accounted for or send a letter requesting an explanation.
- To check and remind any necessary staff to complete registers.
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department and the safeguarding team.
- To provide updates for staff on student attendance.
- To input timely information i.e., exams, music trips, sporting events, work-based learning.
- To carry out phone calls to parents to discuss the attendance concerns and to establish a plan of action to improve their child's attendance.
- Monitor the input of lates and absences of students onto Classcharts and Arbor.
- Update Classcharts and Arbor regularly throughout each day ensuring the attendance data is accurate.
- Identify poor attenders in liaison with SLT, Year managers and form tutors and monitor their attendance to the Academy and lessons.
- Generate weekly attendance reports for heads of year and form tutors.
- To interpret information relating to attendance patterns and identify key areas of concern.

Attendance Intervention

- Working with the Director of Attendance, SLT, and Heads of Year to promote the importance of good attendance across the academy through a range of strategies: assemblies/rewards/ letters home etc.
- To assist with conducting home visits as and when necessary.
- Attend meetings to discuss attendance and Improvements required with targeted parents.
- Chase students' information from previous.
- To ensure that any existing attendance issues are challenged in a timely manner.
- To keep up to date with Classcharts and Arbor

JOB DESCRIPTION AND PERSON SPECIFICATION

- Training.

Punctuality

- Work with SLT, Attendance Manager and heads of year to improve punctuality to the academy through a range of strategies.
- Ensure lates are inputted to Arbor and the necessary disciplinary measures are in place and that parents/carers are informed.
- Promote the importance of good punctuality across the academy through a range of strategies: assemblies/rewards/letters home etc.

Administrative Support

- Operate telephone switchboard – convey messages and filter calls
- To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- Be responsible for signing in late students and passing on the information to the student receptionist.
- Undertake typing and word-processing and other IT based tasks.
- Send general text messages as requested by staff.
- Act as a First Aider and undertake any relevant training.

Compliance & Safeguarding

- Ensure attendance procedures comply with safeguarding and legal requirements.
- Escalate welfare or persistent absence concerns appropriately.
- Maintain confidentiality and data protection standards.
- Support home visits and legal returns (EHE, CME, part-time timetables).

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Good English and Maths skills, to GCSE Grade C minimum or equivalent.	• NVQ Level 3 or equivalent in a recognised transferable qualification. • Willingness to undertake relevant training (e.g. safeguarding, data protection). Safeguarding or child protection training certification
EXPERIENCE	• Previous experience in an administrative role. • Experience handling confidential information.	• Previous experience in a school or educational setting. • Experience using school Management Information Systems (e.g. SIMS, Arbor, Progresso).

JOB DESCRIPTION AND PERSON SPECIFICATION

		• Experience supporting attendance or pastoral teams. • Experience working with external agencies or legal attendance processes.
KNOWLEDGE AND UNDERSTANDING	• Understanding of school attendance procedures and statutory requirements. • Awareness of safeguarding and child protection responsibilities. • Knowledge of data protection and confidentiality protocols.	• Familiarity with legal instruments related to attendance (e.g. parenting contracts, attendance orders). • Understanding of the link between attendance and pupil outcomes.
SKILLS AND PERSONAL ATTRIBUTES	• Excellent communication and interpersonal skills. • Strong organisational and time management abilities. • High level of accuracy and attention to detail. • Proficient in Microsoft Office (Word, Excel, Outlook). • Ability to work independently and as part of a team. • Calm, professional, and resilient under pressure. • Commitment to improving pupil attendance and wellbeing.	• Ability to analyse data and identify trends. • Skilled in preparing reports and presentations. • Ability to speak an additional language (beneficial in diverse communities). • Confident in engaging with parents/carers in challenging situations.
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

JOB DESCRIPTION AND PERSON SPECIFICATION

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.