Attendance Co-ordinator
Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:	To support the Attendance and Education Welfare Officer to reduce levels of absence and increase punctuality by working with staff, students and their families to promote high levels of attendance.
Job Title:	Attendance Co-ordinator
Location:	Kimberley College
Reporting Line: **Hours:**	Attendance and Education Welfare Officer → Assistant Head Kimberley College (Pastoral Leader) 37 hours per week - term time only (including 5 training days) Working: Monday - Thursday 08:00 - 16.00 and Friday 08:00 - 15:30 with 30-minute unpaid lunch break.
Line management responsibility for:	N/A
Principal Accountabilities/ Responsibilities	Ensure registers are completed, attendance data is recorded accurately and in a timely manner. Follow up discrepancies as required. Maintain high quality communication with parents/carers on a day-to-day basis with regard to absence and punctuality, aiming in particular to make contact on the first day of a child's absence by telephone or text message and including preparation letters to parents / carers regarding pupil absence in consultation with the Attendance and Welfare Officer and wider Pastoral team. Monitor the welfare of students through communication with students and parents regarding their attendance and monitor the return of students who have been absent ensuring a smooth return by working collaboratively with other staff. Ensure that accurate records are kept of all communication including entering all absence communication, evidence of medical appointments and recording lateness. Support and encourage punctuality/regular high attendance in order to reduce the number of persistent absentees thus ensuring the college target is met and exceeds the national average. Supporting punctuality will involve supervising the 'Late Gate' and supporting sanctions for lateness including late reports and contact with parents/carers regarding late detentions. Establish and run a friendly pastoral area and act as first point of contact for pupil enquiries and support including storage and administration of medication, bus passes, reprinting timetables and signing students in and out of college.

Administer appropriate care as the first point of contact for sick or injured students. Contact parents/carers if students are to be sent home or to hospital.

Report and record all pupil accidents as required.

Manage telephone calls, giving detailed information about the college and services. Take messages, respond to emails as required.

Produce am/pm registers for all classes in the event of a fire.

Support the Attendance and Education Welfare Officer to implement attendance incentive schemes. Provide reports for Pastoral Leader to share weekly with students to recognise positive attendance. Utilise Excel to analyse data to prepare and analyse attendance reports to inform next steps planning.

Liaise with relevant Local Authority School Transport teams and bus companies to ensure that arrangements are in place for students to travel to college.

Provide administrative support to the Pastoral Team to complete the weekly student bulletin. To maintain and update the Attendance notice board.

General
To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.

To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, students or anybody else on Wootton Academy Trust's sites and away from the sites on Trust trips and visits.

Maintain confidentiality at all times in respect of Trust related matters and to prevent disclosure of confidential and sensitive information.

To be responsible for following health and safety requirements in line with Trust policy and procedures.

Undertake further training as required for your areas of responsibility, including First Aid and Fire Marshall training.

Undertake any other duties of a similar level and responsibility as may be required

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Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Educated to GCSE level with a minimum of 5 passes A* to C grades including English and Maths or equivalent. First Aid qualification or a willingness to undertake the training.	Level 3 or higher qualifications.
Experience	Experience of working within an administrative environment.	Experience of working within a school/college environment. Experience of working with families, parents/carers.
Knowledge & Skills	Ability to remain calm under pressure and work to tight deadlines, managing competing priorities. Ability to maintain resilience, understanding and positive thinking. Ability to relate well to children and adults. Ability to work both independently and as part of a team. Ability to manage challenging situations appropriately and confidentially. Methodical and accurate with strong attention to detail. Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy. Excellent telephone manner. Excellent ICT skills including experience of using Microsoft Office e.g. Work/Excel. Ability to work within established procedures with minimal supervision. Ability to maintain confidentiality.	Knowledge of SIMS. Knowledge of statutory attendance policies and requirements. Knowledge of Excel to analyse data and formulate next steps.

Personal competencies and qualities	Enthusiastic and self-motivated. To be supportive, understanding and flexible. Confidential and professional at all times. To have a passion for "*making a difference*" and ensuring student life opportunities are enhanced. Willingness to be flexible and to meet the needs of Wootton Academy Trust. Commitment to promote the welfare and safeguarding of children and young people. Commitment to personal development.	