

Haveley Hey Community School

School Attendance Officer

Job Description

All employees of The Children of Success Schools Trust are required to understand and contribute to the Trust's objectives and core values in promoting good outcomes for children.

Reporting to: Head of School and SLT member responsible for attendance

Working times: 35 hours / week term time only plus one week.

Salary: Grade 5 points 12-19 £28,598 to £32,061 per annum FTE

Job Purpose:

The Attendance Officer will work alongside key school staff, pupils and parents to

- Lead, monitor and report on pupil attendance
- Work with families, forming strong relationships to promote high levels of attendance
- Promote a positive attendance and punctuality culture to reduce levels of absence

Duties and Responsibilities

Principal Accountabilities:

- To work closely with parents/carers, pupils and staff to improve levels of attendance
- To maintain, review and develop records of attendance on SIMS and use this data to identify and manage pupils/families with poor attendance/punctuality.
- To collate information with regard to the attendance of pupils who may be experiencing attendance difficulties in order to inform the school, governors, parents/carers and external agencies including preparation of paperwork for court cases.

Duties:

- To complete all registers daily ensuring they are completed and no missing marks or unexplained absences remain
- Monitoring late attendance
- To work with pupils to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To undertake home visits as designated by the school
- To interpret information relating to attendance patterns and identify key areas of concern
- To assist with the identification of pupils who will receive support in improving their attendance record
- To check and remind staff to complete registers when necessary
- To ensure all unexplained absences are accounted for or send letters requesting an explanation

- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To monitor the attendance of vulnerable groups of pupils and liaise with SLT
- To produce termly reports for Governors and senior staff in school
- To liaise with external agencies to exchange information and determine appropriate levels of intervention
- To complete relevant training as part of the safeguarding team
- To input timely information i.e. exams, trips, sporting events, medical appointments, absence reports etc. and to keep teaching staff updated
- To check accuracy and correct coding on registers before printing off official registers and filing away on a termly basis
- To print off official registers daily and explained absences to ensure they are at hand in the event of a fire
- To follow the school's attendance policy and send out letters as required
- To provide updates for staff on pupil attendance
- To collate, maintain and update attendance data
- To work alongside relevant staff including teachers, senior leaders and support staff to improve attendance
- To keep up to date with SIMs training

The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

Note

All staff are required to complete a 3 month probationary period during which time suitability for the post will be assessed.

Person Specification – Attendance Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
Personal	<ul style="list-style-type: none"> • Flexibility. • Ability to use own initiative. • Resourceful, patient and resilient. • Calm and unflustered manner. • Ability to work in a team and alone. • Excellent communication skills. • Commitment to equal opportunities in service delivery and employment. • Flexible approach to supporting children and families. • Ability to maintain a professional manner in challenging situations. • Confidence to challenge difficult behaviour. • Confidence to challenge other professionals. • Smart and professional appearance and presentation. 	<ul style="list-style-type: none"> • Enjoys working within education. • A friendly manner and good sense of humour. 	<ul style="list-style-type: none"> • Interview • Application form • References
Competence Knowledge Abilities Skills Experience	<ul style="list-style-type: none"> • Good organisational and good time keeping skills. • Good inter-personal skills including mediation and conflict resolution. • Demonstrable awareness of legislation relating to school attendance. • Demonstrable awareness of legislation relating to the welfare and protection of children. • Demonstrate awareness of risk • Experience of working in an educational and/or social care setting with young people. • Effective communication with children, carers and other professionals. • Ability to display an understanding of social/welfare issues as they affect children, families and 	<ul style="list-style-type: none"> • Ability to work under pressure • A positive attitude to personal development and training • Ability to prepare and write reports and produce factual and statistical information as required. • Knowledge of the education system • Experience in working within statutory/voluntary agencies dealing with children and families. 	<ul style="list-style-type: none"> • Application form • References • Certificates • Interview

	<p>schools.</p> <ul style="list-style-type: none"> • Ability to work on own initiative within departmental protocols/procedures. • Ability to deal with difficult situations. • SIMs experience 		
Qualifications and Training	<ul style="list-style-type: none"> • Good level of literacy and numeracy 	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent • 5 GCSE's including grade C in English and Maths 	<ul style="list-style-type: none"> • Application form • References • Certificates • Interview
Special Requirements	<ul style="list-style-type: none"> • No adverse criminal record. • Visiting families in their homes is a regular requirement of this post. • Flexibility in work pattern may be required occasionally. 	Car owner and full driving licence	<ul style="list-style-type: none"> • DBS Disclosure • Application form • References • Certificates • Interview