

COLTON HILLS COMMUNITY SCHOOL
Job Description

JOB TITLE
ATTENDANCE MANAGER
SALARY
NJC Grade 6 Local Pay Point 17 - 22 (£36,363 to £40,777) FTE Pro Rata – Actual starting salary at point 17 - £32,079 Term Time Only - plus 5 days to be worked during the school holidays
CONTRACT HOURS
Working 37 hours per week Mon to Thurs, 8am - 4pm, Friday 8am - 3.30pm (30 minutes unpaid lunch each day)
RESPONSIBLE TO
Assistant Headteacher
MAIN PURPOSE OF THE JOB
The Attendance Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. It is important to: • Promote and support high levels of attendance • To support students in achieving their full academic potential • Promote a positive attendance and punctuality culture • Form strong relationships with parents/carers.

Main Functions

- To be responsible for maintaining the school's attendance data ensuring data is relevant, accurate and processes are carried out in line with legislative procedures.
- Prepare complex attendance information and reports and provide relevant recommendations for action.
- To take a lead in resolving complex issues related to the school's attendance data that may arise, responding in a timely manner.
- Contribute to the planning, development and organisation of the attendance system.
- To input and interrogate systems in order to produce attendance data analysis reports and returns for internal and external stakeholders, ie Governors, Staff, Ofsted, Department for Education, Local Authority (LA).
- Provide support to colleagues in relation to attendance issues.
- Ensure effective, appropriate communication with parents, SLT, the Inclusion Team, safeguarding and Education Welfare Officers.
- Organise, plan and lead regular meetings, making recommendations about individual pupil's attendance issues and monitor and coordinate the outcomes.
- Support members of the Inclusion team in conducting home visits as necessary.

- Line manage attendance officers and student receptionist
- Maintain a working knowledge of statutory framework relating to school attendance and child protection
- Ensure that attendance officers have appropriate training and knowledge of school procedures and legislation
- To ensure attendance legal responsibilities are implemented
- To manage the elective home education process
- Manage the completion of daily and weekly tasks required to ensure full attendance policy compliance
- To identify and manage the completion of the stage 1 EBSNA process
- Ensure local authority requirements for attendance are completed

Other Specific Duties

- To take part in the school's staff development programme.
- To continue personal development in the areas of expertise.
- To engage actively in the school's Appraisal process, including the setting of and review of performance targets
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To take part in marketing and liaison activities as required.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To comply with the LA and school's policies.
- Assist with the supervision of pupils at break and lunchtimes

This job description sets out the duties of the post at the time it was drawn up.

The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.

This is a common occurrence and would not justify a reconsideration of the grading of the post

Person Spec – Attendance Officer

E= Essential/D = Desirable

1. Experience/Aptitudes	
Communicate effectively with staff at all levels within the school.	E
Relate well to young people.	E
To take initiative and work independently.	E
Work to high levels of accuracy.	E
Practice and plan to ensure completion of tasks to exacting statutory deadlines.	E
Experience working in an educational establishment.	D
Experience of working with young people of relevant age.	D
2. Qualifications/Training	
Very good Numeracy/Literacy skills.	E
NVQ Level 3 or equivalent qualification or experience.	E
3. Knowledge/Skills	
Ability to analyse and interpret complex information with theoretical understanding of own specialism to be able to give considered advice both within and out of the school.	E
Ability to work with speed, accuracy and pay close attention to detail.	E
Ability to prioritise work to deadlines and multi-task.	E
Ability to relate well to students and adults.	E
Ability to work well under pressure.	E
Assertive and proactive.	E
Analytical Skills – need to understand “how and why” not just “what”.	E
Negotiation.	E
Proven organisational/administrative skills.	E
Interpersonal and communication skills at all levels	E
Established good working relationships with everyone, working collaboratively and providing a positive influence on the team.	E
Forward thinking.	E
Ability to work positively and effectively with young people.	E
A working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	D
4. Characteristics	
Excellent attendance record.	E
Sense of humour.	E
Hard working.	E
Willingness to be flexible and work to meet the best interests of the school.	E
Self-motivated.	E
Remains positive and calm in difficult situations, providing a stable and optimistic viewpoint.	E
Team worker.	E
Willingness to undertake training.	E
Presence.	E
5. Safeguarding and Promoting the Welfare of Students	
Has appropriate motivation to work with students.	E
Ability to maintain appropriate relationships and personal boundaries with students.	E
Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E