

Job Title:	Attendance Manager
Salary:	MNSP Grade 6, Points 18-22 (£32,578 - £34,811) pro rata
Hours:	37 hpw (8.30 am to 4.15 p.m. Mon-Thur, 8.30 to 5.00 p.m. Friday)
Working weeks:	39 weeks (term time plus INSET days)
Reports to:	Vice Principal
This is a permanent post subject to the successful completion of a fourth month probationary period.	

Purpose

As Attendance Manager, you will lead the operational management of attendance across the College, supporting the implementation and development of the Trust Attendance Policy and ensuring attendance records are accurate and compliant. You will work with students, families, colleagues and external agencies to identify barriers to attendance, coordinate appropriate interventions and promote a culture of excellent attendance.

Main Responsibilities

- Lead the day-to-day management of attendance across the College, ensuring attendance records are accurate, complete and up to date.
- Oversee the day-to-day work of the Attendance Officer, ensuring key attendance processes are completed accurately and promptly.
- Lead weekly attendance meetings and ensure agreed actions are recorded, allocated and followed up.
- Monitor attendance data, including persistent absence (PA), severe absence, dual-registered students and students accessing Alternative Provision, identifying trends and students requiring intervention.
- Ensure registers and attendance marks are completed accurately and in accordance with statutory requirements, following up missing registers and unexplained or incorrect marks.
- Manage the College staged attendance intervention process in accordance with the Trust Attendance Policy, ensuring interventions and outcomes are appropriately recorded.
- Liaise with students, parents and carers to identify barriers to attendance and agree appropriate strategies and attendance action plans.
- Work with Heads of House and other College staff to support students and families where attendance is a concern.
- Organise and undertake welfare and home visits where appropriate. Use of own vehicle and appropriate business insurance are essential.
- Liaise and work in partnership with external agencies, including making referrals for support where appropriate and coordinating attendance panels and reviews.
- Prepare and submit requests for penalty notices in accordance with the Trust Attendance Policy and statutory guidance.
- Process leave of absence requests in accordance with College and Trust procedures.
- Oversee attendance during internal and external examination periods, coordinating attendance interventions and contact to support student attendance.
- Provide regular attendance reports and analysis for Senior Leadership Team (SLT) and the Local Governing Body.
- Lead on attendance rewards and initiatives to recognise good and improved attendance.
- Lead on the promotion and celebration of excellent attendance across the College.
- Maintain accurate attendance records, tracking information and case notes, ensuring confidentiality and compliance with data protection requirements.

- To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

Key Tasks

- Ensure first-day absence procedures are completed and appropriate follow-up action is taken.
- Monitor register completion, late marks and unexplained absence, addressing gaps promptly.
- Maintain daily records of attendance actions, interventions and outcomes.
- Monitor PA and severe absence students against agreed targets and coordinate staged letters, meetings, panels and other interventions.
- Monitor the attendance of dual-registered students and students attending Alternative Provision, following up missing information promptly.
- Work directly with students to improve attendance and support successful reintegration following periods of absence.
- Attend relevant training and maintain up-to-date knowledge of attendance requirements, College procedures and Trust policy.

General Responsibilities:

- Provide reasonable cover for colleagues within the attendance/pastoral team when required.
- Maintain confidentiality at all times and handle sensitive information appropriately.
- Promote equality, diversity and inclusion and ensure equal opportunities for all.
- To play a full part in the life of the College community, to support its ethos and to encourage students, staff and colleagues to do the same.
- Ensure data protection principles are applied in all areas of work.
- Work flexibly as part of the team to respond to operational needs and emergencies.
- Promote and safeguard the welfare of all students in accordance with College and Trust procedures.
- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy
- Undertake break and lunchtime duties as required.
- Engage actively with the performance review process and take responsibility for continuing professional development.

It is the College's intention that this job description is seen as a guide to the major areas and duties for which the Attendance Manager is accountable. However, this may change and the postholder's obligations will vary and develop. The postholder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

It is agreed that the job description is a fair and accurate statement of the requirements of the job.

Job Holder:

Date:

Line Manager:

Date:

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	• GCSE English & Maths to Level 4 or above • Experience of working with children, young people and/or families. • Experience of dealing with sensitive, challenging or confidential situations. • Experience of maintaining accurate records and using data to identify priorities and support decision-making.	• Experience of working in a school, education or attendance-related setting. • Knowledge or experience of school attendance procedures and statutory attendance requirements.
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	• Excellent written and verbal communication skills. • Highly organised, self-directed and able to manage competing priorities. • High level of accuracy and attention to detail. • Ability to build effective relationships with students, families, colleagues and external agencies. • Ability to communicate confidently and sensitively in challenging situations. • Ability to maintain confidentiality and exercise sound judgement. • Ability to work independently, use initiative and follow procedures consistently. • Ability to analyse attendance information and ensure appropriate follow-up. • Good IT skills, including Google Workspace and Microsoft applications. • Ability to work under pressure and maintain a professional approach. • Flexible and able to work effectively as part of the pastoral team. • Commitment to safeguarding and promoting the welfare of children and young people.	• A working knowledge of Arbor would be an advance
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	• This post is subject to an enhanced DBS check and online checks in accordance with safer recruitment requirements.	

	• Ability to undertake welfare/home visits using own vehicle, with appropriate business-use insurance.	
--	--	--