



DUNRAVEN EDUCATIONAL TRUST

## Attendance Manager

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### JOB DESCRIPTION

**Responsible to:** Deputy Headteacher  
**Pay scale:** NJC SO1 (23-25)  
**Work pattern:** Full-time – Term Time Only + 10 Days  
**Location of post:** The Elmgreen School, SE27 9BZ

### Overall Responsibility

Working with the Deputy Headteacher and Inclusion and Pastoral teams, devise and implement strategies to achieve and maintain excellent levels of attendance and punctuality. To work with students and families to ensure barriers to good attendance are tackled.

### Ensuring excellent attendance and punctuality

1. Lead on monitoring and recording systems to ensure that the school meets its attendance targets.
2. Ensure that the school registration systems are developed and correctly administered and report on the quality of registers.
3. Build and maintain the attendance tracker.
4. Take the lead with the Inclusion team to identify students at risk of poor attendance and check daily on attendance and punctuality for those identified students.
5. To compile and maintain casework files and facilitate regular case reviews to ensure that short and long term casework plans are realistic and achievable and administration is kept up to date.
6. Be the lead in engaging with parents and carers over the attendance and punctuality of their children including:
  - Contact the parents/carers of absent students by text call and/or telephone as soon as registers close.

- Engage parents/carers directly, often in the context of their own homes, using a variety and a range of skills to enable them to understand and fulfil their legal responsibilities in relation to their children's school attendance.
7. Lead on and attend Year team and individual Head of Year meetings to provide updates on attendance issues from KS3 to KS5.
  8. Assist the Deputy Head in the preparation of documentation for internal and external agencies.
  9. Contribute to any review of the school's attendance policy.

### **Operational management of attendance and punctuality**

10. Run a daily late gate with the Heads of Year and ensure late marks are entered into the registers.
11. Supervise office staff in the inputting of attendance registers, late marks etc.
12. Follow up on all unauthorised absences so that the school meets its published target.
13. Prepare and circulate a weekly attendance report in a format agreed with the Deputy Headteacher.
14. Prepare and administer fixed penalty notices.
15. Provide induction to new staff on attendance matters and the taking of registers.

### **External liaison**

16. Work with the designated EWO to ensure attendance issues are followed up as per policy and Government guidelines.
17. Make contact with feeder primary schools and gain any relevant information about the attendance and punctuality records of new students.
18. Be the link with the Local Authority Court Service in relation to attendance. At the request of the Deputy Headteacher, preparing the relevant paperwork to allow the Local Authority to begin court proceedings for non-attendance.
19. Consult with and provide information and advice to other agencies and school staff to ensure the individual needs are met and that they receive an appropriate education.

### **General Duties**

20. Unequivocally support and promote the values and ethos of The Elmgreen School.
21. To work with staff across the Dunraven Education Trust to assist with, train and share good practice around any duties that pertain to the role.

22. Keep up to date with legislation and regulations at local and national level in regard to attendance and careers guidance.
  23. Participate in key school events such as Open Sessions, Induction evenings etc.
  24. Take responsibility, appropriate to the post, for team around child, tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
  25. Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
  26. Work in accordance with the Schools Health and Safety Policies and Procedures.
  27. Carry out such other tasks as may be required in furtherance of the role and needs of the school.
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## **PERSON SPECIFICATION**

You should seek to demonstrate how you meet the selection criteria in the information you provide on your application form and in your supporting statement.

### **Qualifications and Knowledge**

#### *Essential*

- 5 GCSEs at Grade C or above Including Mathematics and English
- Knowledge of attendance issues at secondary school level

#### *Desirable*

- Educated to degree level
- Recognised qualification in administration
- Experience as an Education Welfare Officer

### **Skills and Experience**

#### *Essential*

- Experience of working in a school setting
- Excellent communication skills both orally and in writing
- Excellent keyboard skills
- Understanding of a school information management system
- Excellent IT skills to include a comprehensive understanding of the use of spreadsheets (Excel) and of Microsoft Word including mail merge to a high standard.
- Ability to learn new software packages and programs
- Excellent interpersonal skills including the ability to handle situations with tact and sensitivity involving staff, families and students.
- Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines
- Attention to detail
- Ability to assimilate information readily and speedily

### *Desirable*

- Good understanding of the SIMS information management system

### **General**

- Display a commitment and an ability to contribute to the protection and safeguarding of children and young people
- Model behaviour, attitudes and dress that set the best possible example to students
- Work as part of a team
- Demonstrate personal integrity
- Work unequivocally to support the aims and ethos of the school
- Flexibility in the approach to work and the demands of the post and to adaptable to the changing circumstances of the school
- Willingness to undertake professional development

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: MBU	Created: 01/03/2012
Approved by: DBE	Revision Number: 3
	Revision Date: 04/09/24