Job Description

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| Vacancy | **Attendance Manager**  **(3 days per week – Wednesday, Thursday, Friday – 22.5 hours – Job Share)**  **Term Time plus 5 days** |
| Grade/Salary | Grade 5 SCP 9 - 17 (£13,475pa - £15,502pa) |
| Contract | Permanent |

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

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| **High Standards** | * To work under the relevant health and safety regulations (Health and Safety at Work Act 1974) * Understand school based systems * To be committed, enthusiastic and produce high quality work * To assist with the effective running of operations * To report concerns to the Head of Operations * To show discretion with confidential information * To provide accurate recording of student attendance * To monitor and report on whole-school attendance data, analysing data to identify key areas of concern |
| **Daring to Dream** | * Use your own initiative * Think outside the box * To attend relevant training * Set yourself challenging targets * Find opportunities to learn from others * Find solutions to day to day issues * To develop systems to improve efficiency * Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures * Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data |
| **Traditional Values** | * Ensure high quality correspondence * Demonstrate positive attitudes and behaviours * Lead by example by having excellent attendance * Treat others with dignity and respect * To deal with enquiries efficiently and courteously * Ensure safety for others * Assist in Reception duties where required * Manage attendance returns for the School Census * Follow statutory DfE attendance guidance and ensure the appropriate data returns |
| **Success** | * To be flexible in your approach to work * Effectively safeguard students * To ensure others follow procedures * Be the single point of contact for attendance of students in school * Liaise with the Education Welfare Officer regarding attendance * Produce attendance reports * Liaise with EWO, including the allocation of Fixed Penalty Notices * Coordinate meetings with students and parents/carers to implement interventions and track progress |
| **Personalised Support** | * Demonstrate positive relationships with others * Provide specific support to staff as required * Provide assistance and support to parents * Make expectations of punctuality and attendance clear to parents through the different channels of communication * Demonstrate to others how school systems work * Share key information with all staff * Effectively safeguard students * Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners * Implement children missing education (CME) procedures when appropriate * Identify, and where possible, mitigate potential barriers to attendance in partnership with families |

Personal Specification

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| Skills | Assessed |
| Qualifications   * GCSE English and Maths (C or above/Grade 4 or above) * Further qualifications in administration | AF  AF |
| Experience   * The ability to handle and produce data in a useable format * Familiarity with school systems e.g. SIMS and Attendance system * Proficient in MS Office programmes * Experience in working quickly under pressure * The ability to work without supervision * Has an excellent telephone manner * Upholding the ethos and values of the school | AF  AF  AF  AF  I  I  I |
| Knowledge   * Follow school policies and procedures * Is calm under pressure * Has a good understanding of technology * Is systematic and methodical * Is organised and an excellent time keeper * Good Literacy and Numeracy skills | I  I  AF  AF  AF  AF |
| Leadership   * Strives for perfection and has a good attention for detail * Has excellent communication skills * Understands the importance of collaboration in a small team * Will ensure supplies are maintained, development of ordering process * Will ensure equipment is in good working order * Will alleviate difficulties to ensure the smooth running of the school | AF/I  AF, I  I, R  AF  AF  AF/I |
| Systems   * Can develop effective processes and procedures * Will log communication as a matter of course * Reporting of any Health and Safety or Safeguarding concerns correctly and accurately * Can produce information from school systems * To show a flexible approach to working | I  I  I, R  I  I/R |

*AF – Application Form, I – Interview, T – Task, R – Reference*