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
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| **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
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| **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
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| **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
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| **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
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Personal Specification

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| Skills | Assessed  |
| Qualifications* GCSE English and Maths (C or above/Grade 4 or above)
* Further qualifications in administration
 | AFAF |
| 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
 | AFAFAFAFIII |
| 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
 | IIAFAFAFAF |
| 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/IAF, II, RAFAFAF/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
 | III, RII/R |

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