



# Wyedean

School and Sixth Form Centre

Aspire together, achieve together  
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## Job Description: Attendance Manager

- Grade:** SCP 14-20
- Salary:** £29,539-£32,596 per annum (pay rise pending)  
(pro rata actual salary £24,756-£27,318 per annum includes 5.70 weeks holiday entitlement)
- Hours of work:** 37 hours per week (approximately 8:00am – 4:00pm)  
Term time only - 38 weeks
- Tenure:** The post is permanent and pensionable
- Disclosure Level:** Enhanced DBS – Disclosure Barring Service

### Purpose:

Responsible for leading the School's commitment to improve attendance through the effective maintenance and analysis and reporting of attendance data and the active engagement with students, parents/carers and the wider community, to understand barriers to attendance with the aim of devising and implementing strategies agreed with the Senior Leadership Team which serve to improve attendance.

### Principal Accountabilities:

The role of Attendance Manager is vital to improving attendance and reducing Persistent Absence, alongside ensuring the success and safety of students. As well as maintaining accurate attendance records, the Attendance Manager works with key staff such as safeguarding and mental health leads, families and external agencies such as Education Welfare to challenge poor attendance and put in place appropriate measures to support children and families. The Attendance Manager will also provide regular data analysis to the senior member of staff responsible for attendance.

- Co-Lead the Attendance Strategy for the School, revising practice as required to ensure that it is effective in reducing persistent absence and increasing attendance of critical groups
  - Develop and drive localised and national attendance policy that is adhered to by all stakeholders and lead the ongoing monitoring of application of this policy and update where appropriate drawing upon national and local best practice
  - Lead attendance rewards strategy for improving and 100% attendance
  - Completion of legal documentation and lead all aspects of prosecution ensuring that stakeholders act in a timely manner
  - Ensuring that registers are completed by staff and hold staff to account where their poor practice is identified
  - Holding accountability and escalation meetings with Heads of Year and SEND to ensure appropriate escalations and communication to parents that supports a culture of positive attendance
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- Deliver training and attendance updates for staff
- Ensure all tracking and monitoring systems are rigorous and effective.
- Administrating the School's daily attendance records on SIMS, inputting attendance codes accurately and efficiently.
- Managing attendance including maintenance of the registers, liaising with teachers and first day telephone calls.
- Working with teaching staff to ensure registers are submitted accurately and on time and working with the Senior Leadership Team to achieving 100% compliance.
- Producing, distributing and administrating paper registers when required.
- Managing the attendance process elements for students leaving the school, leave of absence requests, Children Missing Education, Elective Home Education and alternative provision.
- Working with families to ensure negative patterns are removed, where possible this will include home visits.
- Liaising with the Local Authority Attendance Services.
- Producing and sending attendance letters when required. Ensuring that the process is systematic and rigorous in terms of implementation and follow up.
- Producing reports weekly, monthly and as required.
- Producing statistics and associated paperwork to improve punctuality.
- Producing paperwork and gathering evidence for Penalty Notices in line with the
- Local Authority Code of Conduct.
- Assisting in the preparation of documentation for cases of non-school attendance.
- Assisting in the preparation of attendance and punctuality reports for the Board of Trustees
- Working with the inclusion department to address any other issues that may be causing poor attendance.
- Contributing to and reviewing of working practices to include in the Attendance Policy.

The job holder will also be required to carry out other duties such as photocopying and general administrative duties as and when required.

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered as required by the Equalities Act. You will be expected to work in any part of the support staff faculty.

This Job Definition is effective immediately and replaces all previous versions. The contents and allocation of particular responsibilities may be amended after consultation from time to time.

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There may be some requirement for duties to be undertaken outside of the normal working day.



## Person Specification

	Essential	Desirable
Qualifications	Maths and English GCSE grade A* - C / 9-4 or Numeracy and Literacy Level 2 on the NQF or equivalent.	Further or Higher Education, ideally in education, social care or care work
Experience, Skills and Knowledge	<p>An excellent working knowledge of “Working Together to Improve School Attendance” Sept 2022 (and prior attendance related DFE guidance)</p> <p>Experience of devising and implementing impactful attendance improvement strategies</p> <p>Ability to work autonomously on a day to day basis</p> <p>Ability to review systems to ensure these are effective and fit for purpose in improving attendance</p> <p>Confidence in having challenging but supportive conversations</p> <p>Ability to build strong relationships with families for the purposes of supporting improved attendance</p> <p>Ability to attend and represent the School at multi- disciplinary/agency meetings related to student attendance</p> <p>A good understanding of medical, SEND, socio/economic and other recognised barriers to attendance and strategies for seeking to overcome these</p> <p>Thorough understanding and experience of the application of attendance legal intervention</p> <p>Excellent data administration skills, with the ability to collate, interrogate and report on data.</p> <p>Good organisation skills; the ability to work systematically, accurately and efficiently</p> <p>Ability to effectively line manage others</p> <p>The ability to confidently converse at ease with parents/students and members of the public, and provide advice in accurate spoken English’</p>	

	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced DBS checks</p>	
<p><b>Personal Qualities</b></p>	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</p> <p>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Wyedean ethos</p>	