**Wadham School**

Job Title: Attendance Officer- Pay Grade 14

Reporting to: Deputy Headteacher

|  |
| --- |
| **Key Tasks and Responsibilities** |
| **Main Purpose of Job**The Attendance Officer will work alongside key school staff to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance. **Main Responsibilities and Duties*** Ensure all registers are completed and no missing marks or unexplained absences remain.
* Follow School Policy of ‘first day contact’ within the school.
* Check and remind any necessary staff to complete registers
* Ensure all unexplained absences are accounted for or send letter requesting explanation.
* Input timely information i.e. Exams, Sporting Events, Work based Learning, Absent Reports and keep staff updated.
* Check accuracy and correct coding on registers.
* Print off registers and explained absences to ensure on hand in the event of an emergency.
* Follow Attendance Policy and send out letters as required.
* Maintain accurate system for students signing in/ out of school.
* Assist and check reports prior to the termly census to ensure school attendance is accurate and up to date.
* Produce and interpret information relating to attendance patterns.
* Provide updates for staff on student attendance.
* Monitor attendance of vulnerable groups of students and liaise with staff/ SENCO/ line manager.
* Contact all absent students in line with schools Attendance Policy.
* To assist with the identification of students who will receive support in improving their attendance.
* To work with parents/ carers and other agencies in improving their son/ daughters’ attendance and coordinate parental support where appropriate.
* To work with students using regular attendance checks and contact with parents/ carers to improve levels of attendance.
* To collate, maintain and update attendance data.
* Produce weekly reports for Educational Attendance Welfare Officer and copy relevant members of school’s senior team.
* Undertake home and school visits as designated by the school/ Educational Attendance Welfare Officer.
* Work alongside relevant staff to exchange information and determine appropriate levels of intervention.
* Work with students and families identified by school and/ or Educational Attendance Welfare Officer.
* Liaise with designated colleagues for child protection.
* To keep up to date with SIMS training.
* Produce termly awards certificates
* First Aid
* Any other duties required for the smooth running of the school.

While this gives an indication of the breadth and scope of the role, it is not an exhaustive list of tasks. Through discussion, duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.  |

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Education and Qualifications | GCSEs or equivalent qualifications at grade 4 (C ) or above, including English Language and MathematicsCurrent up to date knowledge of Microsoft Office programmes. | Experience of using SIMSFirst Aid at Work qualification |
| Experience | Good IT skills with a sound knowledge of Word and ExcelExperience of working in an administrative role | Proven school office experienceExperience of providing support in a busy, sensitive environmentSupporting positive mental healthLeading meetings |
| Skills and Abilities | Knowledge of and commitment to school policies including Safeguarding, Health & Safety and Equal OpportunitiesSelf-starter, work on own initiative, strong organisational skills, and good verbal and written communications. Ability to establish priorities and meeting agreed targets and deadlinesThe ability to work successfully as part of our dedicated and hardworking teamAbility to build effective working relationships with a wide variety of individualsAn understanding of the importance of confidentialityA calm, reliable and welcoming approach |  |
| Motivation | Able to support the ethos arising from the school’s Church of England Foundation | Be willing to take part in extra-curricular activities in the support of students |

**PERSON SPECIFICATION**