

## **JOB DESCRIPTION**

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|-------------------------------|---------------------------------------------------------------------------------------------|
| <b>Job Title:</b>             | <b>Attendance Officer and Principal's PA</b>                                                |
| <b>Workplace:</b>             | Engineering UTC Northern Lincolnshire<br>Carlton Street, Scunthorpe                         |
| <b>Hours:</b>                 | 37 hours per week – term time plus 10 days plus 5 training days                             |
| <b>Pay Grade &amp; Range:</b> | Grade 6: SCP 9 – 17<br>FTE: £27,254 - £31,022<br>(Actual pro-rata salary £24,644 - £28,051) |
| <b>Responsible to:</b>        | Principal                                                                                   |

### **Purpose of the role:**

Under the direction of the Principal you will be responsible for: the administration of student attendance via BROMCOM, the production of attendance analysis reports, including persistent absence data and utilise this data to carry out intervention as and when required. You will also work as PA to the Principal, managing her diary and preparing paperwork for meetings

### **Main duties and responsibilities**

1. To record and monitor daily attendance information, ensuring checks are made on missing students, including identifying cases of unauthorised absence from school and late arrivals, and telephoning parents/carers to establish reasons for absence.
2. Ensure BROMCOM is updated so that attendance is properly recorded and accurate data can be retrieved.
3. Produce daily attendance register reports in case of emergency/evacuation of the school.
4. To prepare regular and timely analysis of whole school trends in attendance; preparing useful information for all stakeholders.
5. To promote the regular, punctual attendance of all students.
6. Develop school strategies to improve attendance.
7. Ensure trigger points are utilised to ensure warning letters are issued to parents of students who have poor attendance.
8. Make home visits where appropriate to support attendance and welfare.

9. Deal with holiday requests in term time and ensure the correct procedures are followed.
10. Liaise with a range of outside agencies as appropriate.
11. Attend meetings as required, such as: Early Help, Parent/Carer, Attendance Panels.
12. Liaise with pastoral staff and tutors on student attendance matters and administer support as required.
13. Signpost families to sources of advice and guidance.
14. Work in conjunction with the DSL and Pastoral Team.
15. Manage the Principal's diary
16. Prepare paperwork for the Principal as required
17. Duties – before school, break, lunch

### **General requirements**

- General student administration
- Letters to parents and students
- Student timetables
- Maintenance of student information and student files

### **Other duties**

- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.
- To participate in professional and personal development programmes as required, including training and performance management review
- To contribute to the overall ethos/work/aims of the UTC
- To be aware of, and comply with, policies on Health & Safety, Security, Confidentiality and Data Protection reporting all concerns to an appropriate member of senior leadership team.
- To support the Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To comply with UTC policies at all times and maintaining confidentiality

### **Any special conditions of service**

- There is a requirement to submit to an Enhanced Disclosure and Barring Service (DBS) check.
- Term time working. There may be a need to work outside of UTC hours and off the premises.
- No smoking policy

**Engineering UTC Northern Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

| Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | How Identified                         | Desirable Criteria                                                                                                                                                                    | How identified                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>SKILLS</b><br><br>Effective use of ICT including BROMCOM and CPOMS<br>Experience of supporting students in a secondary setting<br>Ability to relate well to children and adults and form meaningful relationships<br>Work effectively as part of a team<br>Ability to build effective working relationships with students and colleagues<br>Good organisational skills and ability to manage and prioritise own workload<br>Ability to resolve conflict and deescalate situations<br>Emotional resilience<br>Ability to reflect on past experiences and make improvements to future practice<br>Ability to accurately record information and track data related to your area of responsibility<br>Ability to self-regulate own emotions<br>Ability to analyse and evaluate data related to your area of responsibility<br>Ability to motivate and inspire others | Application form and selection process | Ability to self-evaluate learning needs and actively seek learning opportunities<br><br>A full, clean driving licence                                                                 | Application form, selection process and certificates |
| <b>KNOWLEDGE &amp; UNDERSTANDING</b><br><br>Understanding of relevant policies/codes of practice and awareness of relevant legislation<br>Understanding of child development and learning<br>Working with or caring for children of relevant age<br>General understanding of curriculum and other basic learning programmes/strategies<br>Knowledge and understanding of key government legislation surrounding attendance.<br>An in-depth knowledge of steps that can be taken to support students in improving attendance.<br>Knowledge of the social, emotional and mental health needs of young people.                                                                                                                                                                                                                                                         | Application form and selection process | Understanding of the difference between UTCs and other secondary/post-16 institutions<br><br>Knowledge of the legal process surrounding poor attendance, including fines for parents. | Application form and selection process               |

**QUALIFICATIONS/  
TRAINING**

Maths and English Grades: GCSE A-  
C or equivalent

Application form,  
qualification certificate and  
selection process

Application form and  
selection process