



Attendance Officer

Salary / grade range	Level 3 SCP 7 – 17 (£20,896 - £24,856) Term Time + 5 days
Location	Co-op Academy Grange
Reports to	Attendance Manager

Purpose of role:

To support the overarching aim of improving student attendance by being a member of the Attendance Team providing a comprehensive administrative service within the team.

Key accountabilities (and specific duties / responsibilities):

To be an effective member of the Attendance Team contributing to overall school improvement.

General administrative and clerical duties as directed by the Attendance Manager- tasks including but not limited to:

- Input of accurate student data including attendance, unauthorised absence, punctuality, sickness related and truancy to ensure data is up to date
- Supply and evaluate attendance data to the deputy headteacher as requested
- Supply data to year leaders and pastoral managers around specific cohorts and issues identified
- Sign students in and out of the building
- Inputting register information accurately
- Report trends in data inputted to the line manager.
- Follow Trust and school policies around school attendance
- Challenge student attendance through effective working with parents directly on the telephone and in person
- undertake home visits for targeted students
- Responsible for tracking and monitoring of key cohorts of students
- Counsel and support students for whom attendance is a barrier to learning.
- Identify and report safeguarding concerns linked to attendance to the safeguarding team
- Deal with immediate concerns, problems or emergencies that may arise with a student's attendance using school and Trust policies

General:

- Contribute to Campus life and the overall vision, values and guiding principles of the Campus



- Attend and participate in training events and participate in project teams
- Attend and participate in regular meetings
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns
- To carry out any other reasonable requests as and when required
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job descriptions will be reviewed with postholders and updated periodically to reflect this.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths (9 – 4) equivalent Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role. 	A Level or equivalent	A/I
Experience <ul style="list-style-type: none"> Experience of administration and record keeping in an office environment. Experience in using Google Docs, Google Sheets and Google Slides 	Experience of working in a school environment and experience of working with databases and spreadsheets. working knowledge of SIMS.	A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Ability to work with a variety of stakeholders including staff, pupils and parents/carers. Excellent written and oral communication skills. 		A/I
Personal Qualities <ul style="list-style-type: none"> High levels of integrity honesty and credibility. Highly motivated, confident, 'can do' problem-solver and self-starter. Team Player. Resilience, flexibility and the ability to retain a sense of perspective. 		A/I
Safeguarding <ul style="list-style-type: none"> An understanding of and commitment to safeguarding and promoting the welfare of children and young people. 		



Equality

- A personal and professional commitment to equal opportunities, diversity and promoting good race relations
- Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships