

ATTENDANCE OFFICER - Job Description

Salary Scale: NJC outer London Grade 4 Range 8-10 paid pro rata

Working pattern: Term Time Only (38 weeks) 36 Hours per week, (working pattern Monday to Friday inclusive, 7.30am – 3.30pm. Breaks in the working day are unpaid. Subject to annual review.

Duties: The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop and vary over time according to the needs and demands of a growing school. Such changes are to be anticipated whilst still falling with the spirit and intent of this job description.

Responsible to: Office Manager

Responsible for: Ensuring high standards and delivery of the administrative and clerical functions to support the Leadership, Teaching and Learning and Assessment teams, and the smooth, efficient running of the whole school attendance. The successful candidate should also possess a high level of accuracy and attention to detail, and be well organised and able to prioritise.

During the growth phase of the school, the attendance officer may need to be flexible in delivering and discharging their duties. This role will support the school in its third operational year and continue to grow until the school is full. It is important to recognise that the responsibilities of this role are likely to vary during this period.

RESPONSIBILITIES

Duties will Include:

- Responsible for the attendance, punctuality and absence recording of students:
 - Take an active role in implementing agreed upon strategies for improving attendance
 - taking calls, retrieving voicemails and checking the enquiries inbox for reported absence, and accurately recording these events in SIMS
 - accurately recording the number of minutes students arrive to school late, including reasons, into SIMS from the student sign-in sheet and sending texts to the relevant parents regarding student lateness
 - ensuring AM/P1 register completion by sending reminders to staff via SIMS and/or via liaison with the Leadership Group member on tour
 - checking for any unexplained absences at AM registration by running a Sims report and completing all necessary follow up (liaising with the Leadership Group member on tour for the checking of classrooms and calling home where necessary) in order to accurately establish a presence/absence and any associated reasons

- maintaining/updating SIMS for in-house scheduled appointments including music lessons and school counsellor appointments
- maintaining/updating SIMS with student information for ad hoc medical appointments and absences
- distribution of routine student attendance communications to parents
- Liaising with the Educational Welfare Officer by referring students with concerning attendance rates, where necessary.
- Liaising with SENCO and Welfare Call regarding Looked After Children(LAC)
- Responsible for end of day attendance email for missing marks and registers, where necessary.
- Understand and implement the school's [Attendance and Truancy Policy](#).
- Maintain a working knowledge of legislation and statutory framework relating to school attendance and ensure that the school is operating in line with its statutory responsibilities towards students.
- Support the pastoral team and SLT to develop targeted procedures to support students with lower attendance to attend school.
- Make sure attendance registers are completed by staff and check that all coding used to categorise attendance is correct.

Administrative support and photocopying resource for the Leadership Group and Office Manager, and as reasonably requested by the teaching teams, to enable them to deliver effective learning

Being aware of GDPR protocols for security, accuracy and relevance of information held and maintained

Effective Day to Day Management:

- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
- Engage with the School's appraisal system and use it proactively to develop as a professional.
- Support our School in fulfilling the School Development Plan
- Promote equality of opportunity and diversity within the school. The whole culture and ethos of the school prevents any form of direct or indirect discriminatory behaviour
- Support the school ethos that encourages students' spiritual, moral, social and cultural development to equip them to become thoughtful, caring and active citizens in school and in wider society
- Promote effective safeguarding and a culture of vigilance where students' welfare is promoted
- Enactment of Health and Safety requirements and initiatives as appropriate.

Other duties

- Attend all training and events required as part of directed time
- Contribute to the wider life of the school if required

- Perform all other reasonable requests from the Headteacher and Office Manager
- Respect confidentiality at all times.

Outcomes

Coombe Wood School teaching and non-teaching staff will work closely together across many different areas of the school to ensure the best possible learning experiences for our students.

The Admin Assistant's role helps the smooth and efficient running of the school to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

Alignment with our ethos and our core values of **Teamwork, Respect, Enjoyment, Discipline and Sportsmanship** is expected at all times.

June 2022

Review Date: Annually July

ATTENDANCE OFFICER – Person Specification

Criteria (Please note that training in school systems can be provided)	Essential	Preferred
Qualifications		
Educated to at least A level standard or equivalent	x	
Working knowledge of SIMS		x
Knowledge, Skills and Experience		
Strong organisational skills requiring minimal direction	x	
Systematic approach, attention to detail and ability to prioritise a busy and varied workload	x	
Professional, capable and effective communicator, both oral and written	x	
Strong command of written and spoken English and the ability to adapt content and tone for various audiences	x	
Proven experience in a similar role such as office work, reception, marketing, events, communications		x
Strong IT skills including Microsoft Office suite of products	x	
Be able and willing to undertake staff training and development courses	x	
Ability to adhere to working procedures and policies within the School environment.	x	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	x	
Experience working in a school office environment		x
Attributes		
Demonstrate a positive, active and cooperative outlook Ability to work well to tight deadlines An approachable, accommodating and patient attitude High standards embracing honesty, integrity, loyalty and trustworthiness Ability to be flexible, adaptable and know when to use own initiative Able to remain calm and act sensibly under pressure A good team player and collaborative worker Present a good role model to students Grasp of the Coombe Wood ethos, supportive of the school's drive for health and fitness		