Wadham School – Job Description

Attendance Officer

Contract: Permanent
Weeks per Year: 30 Hours 5 days per week 8.30am-3.00pm Term Time plus 5 INSET days
Grade: 16 Pt.4-6 Actual salary £18,062 - £18,639
Responsible to: Deputy Headteacher - Inclusion

Main Purpose

The Attendance Officer will work alongside school staff to promote excellent attendance, reduce levels of absence, ensure rigorous and robust record keeping of all attendance records and work with students and families as part of a wider team of support, where needed.

This structured role ensures that the Attendance Officer contributes directly to improving attendance outcomes, safeguarding students, and supporting the school's wider educational objectives.

Main Duties and Responsibilities

The Attendance Officer is expected to:

- 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 Engagement Officer and copy relevant members of school's senior team.
- Undertake home and school visits as designated by the school/ Educational Attendance Engagement 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 Engagement Officer.
- Liaise with designated colleagues for child protection.
- To keep up to date with Arbor training.
- Produce termly awards certificates

Other Duties
The Attendance Officer may also be required to conduct other supervisory roles including invigilation of examinations and educational visits and to provide support in other areas of the school when there are no cover requirements. All Wadham staff may periodically be expected to conduct tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school. The duties and responsibilities may vary from time to time.

Attendance Officer Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	• Good levels of competency in literacy and numeracy at Grade C or above, or an equivalent qualification.	• At least evidence of 5 GCSEs at A*- C grade including English and Maths or equivalent qualifications. • Experience of working in a learning environment such as a learning centre or school/college • Evidence of relevant further learning and /or qualifications
Competence summary (Knowledge, abilities, skills, experience)	• Excellent communication skills for interacting with students, parents, staff, and external agencies. • Strong administrative and organisational skills, including record-keeping and ICT competence (word processing, attendance systems). • Ability to analyse attendance data and identify trends or at-risk groups. • Knowledge of safeguarding procedures and commitment to promoting student welfare. • Flexibility to work outside standard hours when necessary (e.g., home visits, early morning checks) • Ability to work collaboratively within a pastoral team and support school-wide attendance initiatives.	• Experience working with students with Special Educational Needs (SEN). • Knowledge of relevant policies, legislation, and local authority attendance procedures. • Previous experience in a school or educational setting, particularly in attendance or pastoral roles.
Work related personal requirements	• Commitment to improving student outcomes and promoting positive attendance culture. • Attention to detail and accuracy in record-keeping. • Professionalism, discretion, and ability to handle sensitive information appropriately. • Proactive and solution-focused approach to addressing attendance issues.	• A good sense of humour! • A full, clean driving licence. • Basic safeguarding training and willingness to undergo further advanced safeguarding training.

Notes
This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.