Felixstowe School

UNITY SCHOOLS PARTNERSHIP

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Attendance Officer
CONTRACTED HOURS	35 hours per week, 39 weeks per year
LOCATION	Felixstowe School, flexible across the Trust
GRADE / SCALE POINT – SALARY	NJC Scale 5 SP 15 - 17
REPORTING TO	Deputy Headteacher, Student Support

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To carry out and co-ordinate the administration of Attendance to maintain the highest standard of educational achievement possible.
To contribute to raising achievement by improving School attendance.
To provide a specialist service to assist the School in meeting their obligations and targets in relation to School attendance, especially persistent absence.
To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
To establish and develop a professional service to support the School in raising attendance, investigating persistent absences and improving punctuality.

KEY TASKS & RESPONSIBILITIES

Attendance

1. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Felixstowe School and Unity Schools Partnership provided that they are consistent with the nature of the post
2. Ensure all registers for Years 7-13 are completed accurately in terms of coding and on time, sending register notifications to staff; contacting students or parents as necessary in compliance with statutory requirements
3. Produce guidance for staff on the completion of registers and coding of absence, raising concerns about attendance and registering with relevant staff
4. Devise and implement strategies to effect improvements in attendance and punctuality, to include: a range of communications and guidance for all parents; Formal/informal meetings and events with individual or groups of parents and students; appropriate and collaborative engagement with Education Welfare Service (EWS) and other external agencies as required
5. Produce attendance and punctuality data for tutors, House Teams, SLT members and other staff as directed

6. Manage and report on formal correspondence including those in conjunction with EWS actions; Attendance & Truancy Stage 1, 2 and 3 letters. Fixed Penalty Notices for Truancy & Unauthorised leave of absence
7. Manage the communication (written or otherwise) with individual parents regarding all aspects of attendance and punctuality, responding to queries and concerns, including via SIMS In Touch or other electronic system.
8. Analyse attendance data for whole school, Year groups, tutor groups, house groups, SEND students, Pupil Premium students
9. Tracking attendance and trends, finding solutions and developing short term strategies for improving attendance within these groups
10. Meet regularly with the Director of Student Support to address issues of attendance and punctuality, discuss attendance codes, missing students, agreeing caseload allocations
11. Oversee the morning signing in process in main reception, instigating a range of inventions to reduce frequency
12. Possible need for planned home visits for attendance concerns and truancy.
13. Ensure that confidential documentation is appropriately managed and stored
14. Manage the administration and entry/exit protocols of Admissions and Leavers, liaising with other staff in school to ensure that this is completed accurately and in a timely fashion.
15. To be responsible for the completion of attendance forms, in liaison with Sixth form, and ensure return are made to Suffolk County Council / Local Authority
16. Manage the administration for exclusions and ensure compliance with administrative requirements necessary for the monitoring and recording of exclusions.

Communication

1. To manage parent relationships with the school, ensuring that relationships are positive, communications are effective and that parents are well placed to support their children's learning
2. To maintain appropriate records ensuring that confidential documentation is appropriately managed and stored

General

1. Perform general administration tasks in the main office and as directed by the Office Manager.
2. Assist on Reception when required and be based in the front office whilst undertaking those duties.
3. Deal with parent enquires regarding School comms and arrange access / pin reset for the system.
4. Undertake uniform duties including; raising requisition form to order pupil premium uniform, deal with queries, maintain agreed stock levels, meet parents/students to try on uniform, attend uniform evening and unpack orders when uniform received for distribution/collection.
5. Act as a first aider.
6. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
7. Participate in training and other learning activities and performance development as required.
8. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
9. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

10. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
11. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Felixstowe School and Unity Schools Partnership.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

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PERSON SPECIFICATION

General Heading	Detail	Essential requirements	Desirable requirements
Qualifications	Qualifications required for the role	GCSE or NVQ 2 or equivalent or relevant experience Excellent numeracy / literacy skills Willing participant in development and training opportunities	First Aid certificate
Knowledge/ Experience	Specific knowledge / experience required for the role	Experience of working within a school environment and knowledge of the education system Experience of data entry Experience of using databases Experience of working to deadlines in tasks that require a high level of administrative accuracy High level of proven written, verbal and non-verbal communication skills Proven administrative skills with good working knowledge in all relevant Microsoft Office software and use of online resources Awareness and understanding of safeguarding/child protection	Demonstrable awareness of legislation relating to school attendance Demonstrable awareness of legislation relating to the welfare and protection of children
Skills	Line management responsibilities	Line and Performance Manage the Attendance Assistant	
	Forward and strategic planning	Working in an environment that included decision making, balancing conflicting demands and assessing appropriate solutions	
	Budget (size and responsibilities)	None	
	Abilities	Ability to make objective recommendations in a clear and concise fashion Ability to display an understanding of social/welfare issues as they affect children, families and schools	

		Effective communication with students, carers and other professionals Ability to self-manage by prioritising, coordinating and organising work under pressure remaining professional at all times Ability to meet strict deadlines with attention to detail Good working level of literacy, numeracy and ICT skills Ability to resolve problems by assessing the situation and using judgement for best course of action Ability to communicate effectively Ability to provide support, explain procedures and processes to student and parents/carers	
Personal Characteristics	Behaviours	Methodical and organised with a conscientious and positive disposition Ability to exercise discretion in dealing with confidential or sensitive matters at all times Ability to work both independently and as an effective team member Willingness to work flexibly and collaboratively as required to meet changing service needs	
Special Requirements		Successful candidate will be subject to an enhanced Disclosure and Barring Service Check Right to work in the UK Evidence of a commitment to promoting the welfare and safeguarding of children and young people Ability to travel as required	