



Job Description – Attendance Officer

Home School: Frome College

Grade: 4 points 7 - 10

Responsible to: Vice Principal

Hours of Work: 37 hours per week, Monday to Friday 8.00 to 4.00 (8:30 - 3.30 on Friday)

Job Purpose: To improve student attendance and punctuality across the school, ensuring all students have the best possible opportunity to learn and achieve. The post-holder will monitor attendance, follow attendance procedures, liaise with students and families, and work with pastoral and safeguarding staff to remove barriers to attendance.

Main Duties and Responsibilities

- Maintain computerised student attendance records using Arbor, ensuring attendance is recorded correctly, queries solved and ensure staff take action as necessary.
- Communicate, inform and train staff as required.
- Prepare paperwork for penalty notices in line with DfE attendance guidance and statutory responsibilities.
- Inputting absence codes, and attendance documents on a daily basis ensuring accuracy.
- Processing term time absence requests
- Inputting data for students who have part-time timetables, alternative provision or who are absent for exams or trips.
- Tracking attendance for vulnerable students
- Dealing with queries from parents and staff
- Preparing attendance reports
- Liaising with the Educational Welfare Officer
- General admin – letters and emails
- Telephone home, when necessary, to liaise with parents/carers regarding absence and receive calls from parents who phone to authorise their child's absence.

School Support & General

- To attend department meetings and relevant staff meetings
- To attend all training courses as directed
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the College and particularly staff supporting the pastoral care of students.
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post
- Carry out lunch or break time duties around the College.

Physical Effort & Working Environment

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment. The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day-to-day office environment.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

Personal Specification

It is expected that the successful candidate will possess the following attributes:

Essential
Evidence of a good basic education.
Good ICT skills and comfortable with the use of IT as an integral and essential tool
A friendly and calm manner.
The ability to plan and organise tasks with high levels of accuracy, under pressure, and often to strict deadlines for statutory returns
Excellent interpersonal skills. The postholder must be able to communicate effectively, especially face to face and via telephone. Must be able to establish and maintain good relationships with all people at all levels both internally and from outside the College, e.g. SLT, staff, parents and students.
Ability to cope with frequent interruptions.
Absolute discretion, fully understanding the need for confidentiality.
Commitment to excellence and desire for continual improvement
Desirable
Knowledge of Arbor
A knowledge and interest in the education environment
Experience of working in a school in a similar role

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

Post Holder:

Name: _____

Signature: _____

Date: _____

