

## Job Description and Person Specification

### TRUST ATTENDANCE OFFICER

Role and Context	
Job Title	Trust Attendance Officer
Salary Grade	Scale E
Job Type	20 hours per week Term time plus 1 week
Reports to	Head of Pastoral & Behaviour
Effective Date	01/04/2022
Team	Inclusion Team
Job Purpose	Under the instruction of the Head of Pastoral & Behaviour work with the Head teachers and other school staff, parents, pupils and outside agencies to ensure the positive attendance of pupils across the trust.
Other Information	This is a Trust based role and will require post holders to move between Trust sites.
Principal Accountabilities	
<ul style="list-style-type: none"> <li>- Advise and assist parents/carers to maintain regular school attendance of their children;</li> <li>- Communicate clearly to parents/carers the attendance procedures and expectations of the school;</li> <li>- Collect and analyse attendance data to enable identification and tracking of pupil attendance;</li> <li>- To be responsible for the improvement of attendance throughout the school and to meet or exceed the trust attendance annual targets</li> <li>- Analyse attendance on our Management information System (Bromcom)</li> <li>- Accurately minute meetings (and where relevant, telephone conversations) with parents/carers;</li> <li>- Monitor and track whole school/trust attendance and punctuality and to send out letters where appropriate;</li> <li>- Produce ½ termly reports for the Headteachers</li> <li>- Monitor and track the attendance of groups of pupils, particularly those designated as 'disadvantaged';</li> <li>- Meet with Headteachers frequently to discuss attendance concerns and strategies.</li> <li>- Develop and maintain links with parents/children and the local authority's Educational Welfare Service;</li> </ul>	

- Monitor and ensure that correct attendance codes are entered in class registers and on Bromcom
- Schedule and attend school-based meetings with parents/carers as necessary;
- Carry out appropriate administrative duties as required by the Headteacher / Head of Pastoral & Behaviour/Head of Quality Assurance (Inclusion).

*This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.*

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Has or is willing to complete relevant training / qualification (e.g. NVQ or similar)</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A basic knowledge of the work of a school</li> <li>• Experience of undertaking a range of clerical duties</li> <li>• Experience of, or willingness to learn, a range of computer applications</li> <li>• Basic knowledge of school attendance systems and processes</li> <li>• Experience using Bromcom or other similar tracking software.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of attendance work</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good ICT skills</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to convey</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies and awareness of legislation;</li> </ul>



	<p>information clearly and accurately</p> <ul style="list-style-type: none"><li>• Ability to maintain efficient record keeping systems</li><li>• Ability to produce accurate and up-to-date records and reports as required</li><li>• Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc</li><li>• Ability to take personal responsibility for organising day to day targets</li><li>• Ability to demonstrate basic keyboard skills for accurate computer input and retrieval</li><li>• Ability to work effectively as part of a team</li><li>• Ability to work in a discreet and sensitive manner</li></ul>	
<b>General Information</b>		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p>		