
Hitchin Boys' School Job Description



Position: Attendance Officer
Grade: H4/H5
Salary: FTE £21,968 - £25,409 (Actual £15,167 - £17,543)
Hours: 30 hours per week, 8am to 2.30pm
Term Time plus Inset Days (39 weeks)
Reporting to: School Business Manager & Deputy Headteacher (Pastoral)

Key Purpose.

- To monitor and report on student attendance data, analysing data to identify key areas of concern.
- To work closely with pupils, staff, parents and carers to reduce levels of absence and to act appropriately when persistent absence becomes a safeguarding issue

Key Responsibilities (this is not an exhaustive list)

Attendance Administration:

- Ensure daily attendance registers are accurate and complete and follow up with staff members on any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
- Implement children missing education (CME) procedures when appropriate.
- Manage the analysis of attendance data across multiple year groups.
- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern.
- Track attendance of vulnerable groups of pupils and share information with school leaders.
- Disseminate information, both internally and externally to key stakeholders in a timely fashion.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.
- Liaise with the County Attendance Duty teams. Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include supporting the SLT in requesting penalty fine notices, and, if appropriate, the completion of relevant referrals.

Attendance Interventions:

- Identify pupils that need additional support to improve their attendance.
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
- Liaise with Pastoral team to offer support and provide advice on matters relating to attendance and to identify appropriate interventions to improve attendance for particular groups or individual pupils.

- Coordinate meetings with students, staff and parents/carers to address the reasons for non-attendance / poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues in conjunction with the Pastoral team.
- Make contact with the families in response to allocated referrals through home visits and/or meetings in school.
- Be fully aware of and carry out relevant tasks in line with Child Protection/Safeguarding procedures.
- Liaise and work with external organisations, as required, in conjunction with the Pastoral team.
- Update information on the school's attendance system and, working with the Pastoral team, ensure accurate, clear and concise records are kept for all interventions and consultations.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
- Advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of agreed strategies.

Other

- Provide administrative support where necessary, including student vaccination programmes.
- Carry out any other duties that may be requested from time to time by the Line Managers or Headteacher.
- Manage your own workload in line with the school priorities.
- This role will require complete confidentiality regarding school related matters.

Supporting the school

All employees in the school are expected to:

- Support the aims, values and ethos of the school.
- Participate in a team approach to all aspects of school life.
- Identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding, welfare and be aware of reporting issues.
- Be aware of health and safety issues and act in accordance with Health and Safety Policy.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Print name
(Member of staff)

Signed
(Member of staff)

Date
(Member of staff)

Signed
(Fergal Moane - Headteacher)

Date
(Headteacher)

Position: Attendance Officer

Person Specification

Personal and Professional Qualities:

- Ability to maintain confidentiality at all times.
- Ability to create and maintain positive relationships with students, staff and parents.
- Good time management skills. Able to work under pressure and prioritise effectively.
- Organised, proactive and self-motivated.
- Committed to safeguarding, equality, diversity and inclusion.
- Ability to work individually as well as part of a team.
- Drive to provide the best possible opportunities for all students.
- Desirable: Experience working in a school environment or other educational setting.
- Desirable: Experience identifying interventions to raise attendance of students.

Skills and Knowledge:

- Good written, verbal communication and ICT skills.
- Ability to use IT systems and to conduct analysis and produce reports (good knowledge of Excel).
- Effective written and verbal communication skills.
- Ability to tailor interventions to individual students.

We are committed to safeguarding and promoting the welfare of children and young people.
An enhanced DBS check is required for this post.