



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Role:** Attendance Officer (2 days) & Inclusion/Administrative Assistant

**Scale:** 5

**Responsible to:** Assistant Headteacher - Pastoral

### **JOB DESCRIPTION**

#### **Main Purpose of the Job:**

- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern.
- To work closely with students, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
- To perform administrative routines relating to inclusion.
- To provide effective administrative support to the school, including acting as receptionist.

#### **Main Responsibilities of the Job:**

##### **Section A: Attendance Officer**

1. Work closely with the Assistant Headteacher (Pastoral) to ensure that student attendance is as high as possible. While the Assistant Head provides the strategic lead, the post-holder will have significant whole-school responsibility for practical leadership.
2. Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data.
3. Produce daily lists of students and visitors present in school, to be used in an evacuation situation.
4. Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners.
5. Manage attendance returns for the school census.
6. Manage the process of issuing penalty notices to parents/carers.
7. Maintain accurate records of communications with parents/carers and relevant interventions.
8. Build and refresh knowledge of the school's MIS and other relevant systems.
9. Promote positive attendance on social media.
10. Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern.
11. Track attendance of vulnerable groups of students and share information with school leaders.
12. Identify students that need additional support to improve their attendance.
13. Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual students.
14. Lead daily or weekly check-ins to review progress and the impact of support/interventions.
15. Work with school leaders to develop and revise the school's attendance policy.
16. Implement children missing education (CME) procedures when appropriate.
17. Provide regular reports to attendance organisations to raise awareness of emerging at-risk students.
18. Coordinate meetings with students and parents/carers to implement interventions and track progress.
19. Build positive relations with parents/carers to encourage family involvement in their child's attendance.
20. Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
21. Carry out home visits, where necessary, to address attendance concerns for individual students.

22. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
23. Take part in the school's appraisal procedures.
24. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
25. Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
26. Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
27. Promote the safeguarding of all students in the school.

### **Section B: Inclusion Assistant**

1. Assist in creating and updating student profiles.
2. Co-ordinate information gathering and sharing between school, parents and outside agencies.
3. Support annual reviews: scheduling meetings, sending invitations, preparing paperwork and submitting documentation to the Local Authority.
4. Set up and facilitate assessments to identify learning needs.
5. Update and circulate the medical list and the information on students who may need urgent medical attention.
6. Maintain accurate inclusion records and update them as necessary.

### **Section C: Other Administrative Duties**

1. To assist with general office systems within the school office.
2. To operate a Reception Service which promotes a professional image of the school. Duties to include:
  - Answering standard enquiries by telephone, e-mail or in person from parents/students/ community users/other employees, giving and resolving non-complex queries within areas of responsibility.
  - Ensuring that face to face enquiries (visitor, students and staff) are dealt with appropriately.
  - First aid (following appropriate training).
  - Ensuring contractors and visitors are aware of the school's code of conduct and are DBS checked if appropriate.
  - Maintaining the appearance of the visitor and reception areas to a high standard.
3. Open, sort and distribute incoming post and ensures despatch of outgoing post.
4. To undertake a range of clerical duties including the distribution of information, photocopying and filing, to ensure that information is available to teaching staff at the time it is required.
5. Operation of office equipment, e.g., switchboard, franking machine, walkie talkies and photocopier.
6. Open incoming school emails and forward on to relevant member of staff.
7. Attend Open Evening, greeting visitors.
8. Attend GCSE results day to assist as directed.
9. Be prepared to undertake professional development and training including whole school training days.
10. To carry out any other duties associated with the post.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>GCSE (Grades A*-C) or equivalent in English and Maths</li> </ul>	✓		App/Doc/Ref

Experience	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>Working in a school or other educational setting</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Identifying interventions to raise attendance of students</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Working directly with students and parents/carers</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Experience of using SIMS</li> </ul>		✓	App/Int/Ref
<ul style="list-style-type: none"> <li>Experience of using Go4Schools</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Producing accurate and timely reports, and identifying key insights</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Working as part of a team</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Using Excel and other Office software effectively</li> </ul>		✓	

Personal Qualities	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>Ambition for self and others</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Organised, proactive and self-motivated</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Excellent time-management and prioritisation skills</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Genuine concern for others</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Enthusiastic, self-motivated and a positive can-do attitude.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Decisive, determined and self-confident</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Integrity, trustworthy, honest and open</li> </ul>	✓		App/Int/Ref
<ul style="list-style-type: none"> <li>Accessible and approachable</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Manages change sensitively and skilfully</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Excellent attendance and punctuality</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Excellent interpersonal skills</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to motivate others</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality at all times</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Commitment to upholding and promoting the ethos and values of the school.</li> </ul>	✓		

App Application form and letter  
 Doc Documentation  
 Ref References  
 Int Interview