**King Edward VI Handsworth Grammar School for Boys**

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| JOB DESCRIPTION | | | | | |
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| **Job Title:** | | Attendance Officer | | **Division:** | Administration |
| **1.0** | **JOB PURPOSE:** | | | | |
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|  | **1.1** | Responsible to the HR Manager and working closely with the Key Stage Co-ordinators (KSC) and Heads of Year (HoY) providing support for pastoral administration and attendance | | | |
| **2.0** | **DUTIES AND RESPONSIBILITIES:** | | | | |
|  | **2.1** | Contact parents on first day of a student’s absence if the School has not yet already been contacted | | | |
|  | **2.2** | Contact parents/carers of all absent students on a daily basis, notifying HoY/KSC as necessary | | | |
|  | **2.3** | Assist with the identification of Students who will receive support in improving their attendance record | | | |
|  | **2.4** | Organise home visits to parents as required and review queries for KSC/HoY | | | |
|  | **2.5** | Collate, maintain, update and otherwise administer the School’s attendance data | | | |
|  | **2.6** | Organise meetings with parents for School staff | | | |
|  | **2.7** | Assist with pastoral letters and phone calls | | | |
|  | **2.8** | Assist with preparation and collation of materials for assemblies and tutor time for the pastoral team | | | |
|  | **2.9** | Analyse the behaviour log for HoY/KSC to consider | | | |
|  | **2.10** | Provide a reception service to all students and staff | | | |
|  | **2.11** | To ensure all tasks are carried out with due regard to Health and Safety | | | |
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|  | **2.12** | To undertake appropriate professional development including adhering to the principle of performance management. | | | |
|  | **2.13** | To adhere to the ethos of the school | | | |
|  |  | **2.13.1** | To promote the agreed vision and aims of the school | | |
|  |  | **2.13.2** | To set an example of personal integrity and professionalism | | |
|  |  | **2.13.3** | Attendance at appropriate staff meetings and parents evenings | | |
|  | **2.14** | Any other duties as commensurate within the grade in order to ensure the smooth running of the school | | | |
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|  | **PERSON SPECIFICATION** | | | |
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| **Job Title:** | | Attendance Officer | **Division:** | Administration |

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

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| **CRITERIA** | **ESSENTIAL** | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Experience in a general administration environment  Experience of Microsoft Word package  Experience of using database applications  Experience of working in a school  Experience of using SIMS systems | AF/I  AF/I/T  AF/T  AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Able to communicate effectively and accurately both verbally and in writing  Able to communicate in a clear and concise manner both on the telephone and face to face  Ability to compile and produce clear, letters and reports  Ability to complete work to the required standards of accuracy and presentation  Ability to develop and maintain effective working relationships with a wide range of people  Ability to work on own initiative with minimum  Knowledge of standard office procedures  Knowledge of standard office equipment | AF/I  AF/I/T  AF/I/T  AF/I/T  AF/I  AF/I  AF/I  AF/I |
| **TRAINING** | Willing to undertake job related training  First Aid training (if not already qualified) | AF/I  AF/I |
| **EDUCATION/** **QUALIFICATIONS** NB Full regard must be paid to overseas qualifications | A\* - C in GCSE English or equivalent  An intermediate or above qualification in word processing/typing skills | AF/I  AF/I |
| **OTHER** | Able and willing to work on own initiative whilst being part of a team  Must be willing to work in a developing and pressured environment in order to meet the needs of the school | AF/I  AF/I |
| **CONTRA INDICATION** | Criminal convictions involving offences against children  Unsatisfactory DBS check  Ineligibility to work in the UK | AF/I  AF/I  AF/I |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S**

**EQUAL OPPORTUNITIES POLICY**