**Job Description & Person Specification**

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| **Paulet High School & 6th Form College** |
| **Job Number** | **Post Title** | **Grade** | **Points** | **Date** |
| A6775  | Attendance Officer | Grade 4 | 371 NJC | April 2008 |

**Reporting Relationships**

**Responsible to: Deputy Headteacher**

**Statement of Purpose**

To work under the direction and guidance of senior staff to support pupils with attendance and truancy issues and to provide general administrative support to the school in relation to attendance and truancy.

**Support to Pupils**

* To liaise with parents, outside agencies, education welfare and the police with regard to attendance and truancy issues.
* To work directly with individuals or groups to raise self esteem and confidence of students with a view to improve personal and social skills.
* Supporting parents and students in crisis, liaising with identified personnel.
* To arrange for units of work and/or specific skills development with individual pupils to be provided.
* To monitor the progress of these pupils.
* Adjusting pupil timetables in conjunction with the pastoral team

**Support to Organisation**

* To contact parents in informing them of individual students' behaviour as part of effective lines of communication between school and home.
* To liaise with the relevant staff on actions to be taken.
* To administer appropriate targets and rewards.

### Administrative Support

* To ensure timely production of attendance statistics.
* To sign in late students
* To assist in routine clerical duties and reception
* To use Management Information Systems (Currently SIMS) to administer student timetables.
* Assist with pastorally related administration which may include:
* help maintain the schools database with regard to options, pupil data sheets, admissions and leavers
* assist with the provision of statistical returns
* assist in the administration of the new intake
* provide general administrative support as appropriate according to the needs of the school

**Professional Accountabilities**

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school’s objectives through:

**Safeguarding**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**Financial Management**

* Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

* To comply and engage with people management polices and processes
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals.
* Attend and participate in regular meetings.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Health and Safety**

* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the County Council’s Health and Safety policy.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

##### **Person Specification**

**Attendance Officer**

**Level 3**

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| Minimum Criteria for Two Ticks \* | Criteria | **Measured by** |
|  | Experience* Experience of working in an education setting committed to the inclusion agenda
* Experience of working with pupils demonstrating challenging behaviours
* General clerical / administrative work
 | A/I |
|  | Qualifications/Training* NVQ 3 Learning and Development support services for children, young people and those who care for them or equivalent qualification or experience in a relevant discipline
* NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline
* Good numeracy and literacy skills
 | A/I |
|  | Knowledge/Skills* Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to relate well to children and to adults
* Very good ICT and record keeping skills
* Very good numeracy/literacy skills
* Full working knowledge of relevant policies/codes of practice and awareness of legislation
* Excellent interpersonal skills
* Good communication skills
* Good organising, planning and prioritising skills
* Methodical with a good attention to detail
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|  | Behavioural Attributes* Customer focused
* Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
* Open, honest and an active listener
* Takes responsibility and accountability
* Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
* Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations
* Is committed to the provision and improvement of quality service provision
* Is adaptable to change/embraces and welcomes change.
* Acts with pace and urgency being energetic, enthusiastic and decisive
* Communicates effectively
* Has the ability to learn from experiences and challenges
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.
 | T/A/I |

A = Assessed at Application I = Assessed at Interview T = Assessed through Test

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***