



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### Attendance Officer

St Benedict Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Reporting to:** Attendance Manager

**Grade/Salary:** Band 3, SCP 6 – 9

**Contract Type:** Full-time, permanent

**Hours:** 32.5 hours per week, **39 weeks per year**

**Location:** Saint Benedict Catholic Voluntary Academy, Duffield Road, Darley Abbey, Derby, DE22 1JD

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#### Main purpose

- To ensure accurate, detailed data exists on school attendance figures
- To be responsible for the administration, organisation and smooth transition of year 7 school admissions
- To be the point of contact for any school appeals and organise accordingly

#### Key Tasks

- Maintain attendance records on Arbor, the school's attendance system.
- Pick up voicemails and messages of absence and record on Arbor.
- Pursue teaching staff for period 1 – 5 Registers if not already submitted.
- Monitor conflicting attendance marks and work with pastoral support to ensure accuracy.
- Track attendance/late after the register closes/unauthorised Holidays (less than 5 days).
- Maintain attendance spreadsheet and data.
- Enter period 1 and period 5 registers when necessary.
- Send unauthorised absence letters daily after 2 pm.
- Highlight students requiring a home visit (after 3 days + absence).



- Run absence alerts to parents of absent children – corresponding with parents when necessary.
- Update daily absence spreadsheet for pastoral support assistants to follow up.
- Responding to possible truancy situations.
- Process requests from parents for leave/holidays during term time.
- Liaise/correspond with parents when and where necessary.
- Run appeals process
- Lead on year 7 admissions process
- Support pastoral support with the effective use of Reduced Timetables.
- Support in-year admissions and leavers processes
- S2S importing/exporting of student data.
- Duties include liaising with the Local Authority, monitoring numbers and maintaining waiting lists, liaising with prospective parents, Governors' reports, collecting information from schools, responses and organisation of pre-admission interviews, download information on SAM and CTF.
- Leavers – providing information to schools, maintaining SIMS, exporting of CTF's and managing school files.

### **General**

- Support the teaching and learning in the school in ways designated by the Headteacher or his substitute.
- Work as part of a term putting the school's Mission Statement into practice.
- Any other clerical duties as directed by the Headteacher.
- Make your Line Manager aware of any perceived training needs.
- Abiding by GDPR regulations.

### **Other areas of responsibility**

The Attendance Officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



## Person Specification

### Attendance Officer

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
<b>Qualifications and Training</b>	English and Maths at Grade C / 4	✓		A
	Qualifications in administration		✓	A
	Basic knowledge of general school policies and procedures		✓	A
<b>Experience</b>	Relevant experience in a school environment		✓	A/I
	Using Microsoft Word and Excel	✓		A/I
	Accurate record keeping	✓		A/I
	Experience of a Management Information System eg. SIMs, Arbor, GoForSchools		✓	A/I
	Meeting deadlines imposed internally and externally	✓		A/I
	Working to tight deadlines, prioritizing tasks and communicating under pressure	✓		A/I
<b>Skills and Knowledge</b>	Ability to use range of office equipment (e.g. photocopier, telephone system)	✓		I
	Accuracy and attention to detail	✓		I
	Good literacy, numeracy, IT and communication skills	✓		I
	Working on own initiative, proactively supporting colleagues	✓		I
	Prioritise own work effectively	✓		I
<b>Personal Qualities</b>	Flexible in terms of working hours and duties		✓	I
	Able to communicate effectively	✓		I
	Demonstrating sensitivity, diplomacy and tact.	✓		I



	Providing advice and guidance on the phone and face-to-face to a wide range of audiences, including students, parents/carers and colleagues	✓		I
	Uphold and promote the Catholic ethos and values of the school	✓		A/I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding, equality, diversity and inclusion	✓		I

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**I have read this job description, and I will undertake the duties outlined, in line with Saint Benedict Catholic Voluntary Academy's policies and procedures.**

**Postholder's signature:**

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**Date:**

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