



Job title: Attendance Officer

Salary:	Grade 4 (NJC 6-11)
Hours:	Full time
Contract type:	Permanent
Reporting to:	Assistant Headteacher/Attendance Officer
Responsible for:	Absence management of students

Main purpose

The Attendance Officer will oversee an area of the day-to-day absence management of all students and support the Attendance Manager

- Complete the first day calling process
- Administer accurate management of the academy registers
- Complete relevant attendance communications as per Attendance Policy
- Review trends and patterns in absence and take relevant action
- Support the Attendance Team in improving whole academy attendance
- Work with external partners such as the EWO as directed

Duties and responsibilities

Support for school:

- Monitor academy registration systems are developed and correctly administered and report on the quality of the registers
- Share relevant data with the attendance team as requested
- Be the first contact for all attendance issues in the academy
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection. Report all concerns to the appropriate person
- Attend and participate in meetings as required
- Contribute to the overall ethos/work/aims of the academy
- Participate in training, other learning activities and performance development as required
- Support the operation of student 'late gate' and late detentions
- Any other duties commensurate with the duties/responsibilities/grade of the post

Monitoring Attendance

- Ensure all registers are completed timely and accurately
- Monitor the input of lates and absences
- Maintain and update attendance records to ensure accuracy in accordance with information received from parents, pastoral team and tutor teams



- Identify poor attenders and advise the Attendance Manager of students needing intervention
- Generate weekly attendance reports for tutors and pastoral team

Support for Teaching and Learning:

- Be available to staff and parents/carers for home visits to individual students
- Provide regular updates for staff, for example Assistant Headteacher, Pastoral Team and Form Tutors, on student attendance with targets and strategies for improvement
- Liaise with Education Welfare and other support services to improve attendance rates
- Prepare and administer fixed penalty notices.
- Prepare and follow up on referral forms to education welfare officers

Support for students:

- Chase reasons for absence
- Support the academy internal truancy system, flag issues of truancy as per the school policy
- Provide advice and support for students returning to school after an extended period of absence
- Work with feeder schools to ensure we have accurate attendance information
- Have a good understanding of the additional needs of students (SEND, PP, CIC) and implement strategies to support them to attend
- Support Home Visits for students

Support to Parents/Carers

- Implement the academy communication systems for attendance
- Be a key point of contact for parents and carers regarding attendance matters
- Administer letters as directed by the Attendance Manager/Assistant Headteacher
- Provide updates to parents/carers on the attendance of students
- Challenge reasons for absence in line with the academy policy
- Support attendance clinics as directed by the Attendance Manager
- Send attendance letters in line with the academy policy

Support to School (this list is not exhaustive)

- Implement relevant policies and practices in school
- Be proficient in the use ICT and relevant programmes used in the academy
- Complete relevant duties as directed
- Share relevant attendance data as directed by Assistant Headteacher
- Complete general administration in relation to attendance
- Effectively safeguard students in line with academy policies
- Maintain school registers correctly

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 Attendance Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive or Associate Headteacher.



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Person specification

(this is a guide and is not expected that any one candidate will necessarily fulfil all of the list points)

Skills	Assessed
Qualifications <ul style="list-style-type: none"> English and Maths GCSE (C or above/ Grade 4 or above) Further qualifications in administration 	AF AF
Experience <ul style="list-style-type: none"> The ability to handle and produce data in a useable format Familiarity with school systems e.g. SIMS and Attendance system Proficient in MS Office programmes Experience in working quickly under pressure The ability to work without supervision Has an excellent telephone manner Upholding the ethos and values of the school 	AF AF AF AF I I I
Knowledge <ul style="list-style-type: none"> Follow school policies and procedures Is calm under pressure Has a good understanding of technology Is systematic and methodical Is organised and an excellent time keeper Good Literacy and Numeracy skills 	I I AF AF AF AF
Leadership <ul style="list-style-type: none"> Strives for perfection and has a good attention for detail Has excellent communication skills Understands the importance of collaboration in a small team Will ensure supplies are maintained, development of ordering process Will ensure equipment is in good working order Will alleviate difficulties to ensure the smooth running of the school 	AF/I AF, I I, R AF AF AF/I



<p>Systems</p> <ul style="list-style-type: none">• Can develop effective processes and procedures• Will log communication as a matter of course• Reporting of any Health and Safety or Safeguarding concerns correctly and accurately• Can produce information from school systems• To show a flexible approach to working	 , R /R
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AF – Application Form, I – Interview, O – Observation, R – Reference