**Job Description: Attendance Officer & Sixth Form Administrator**

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| **1. ROLE TITLE** |  |
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| Job Title: | Attendance Officer & Sixth Form Administrator |
| Reporting Line: | Vice Principal (Attendance) & Head of Sixth Form |
| Hours: | Full time (37.5 hours per week), usually 8:00 – 16:30 but this is negotiable |
| Salary: | £15,579 per annum, pro rata to FTE of £18,185 per annum |
| Start Date: | Wednesday 1st September, 2021 |
| Interviews: | w/c Monday 5th July 2021 |

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| **2. PURPOSE OF ROLE**   * To assist with the administration of attendance processes throughout the school and meet or exceed the school’s annual targets. * To provide administrative support to the Sixth Form team, primarily for the monitoring of student attendance, working with the Sixth Form Office. |

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| **3. RESPONSIBILITES**  **Attendance**   1. To assist with the improvement of attendance throughout the school and to meet or exceed the school attendance annual targets. 2. To ensure all registers are completed with no missing marks or unexplained absences. Check accuracy / coding and remind staff to complete as necessary. 3. Administer and monitor attendance system, identifying students who fall short of attendance targets and initiating appropriate processes for such students. 4. To follow School Policy of ‘first day contact’ and ensure all unexplained absences are accounted for. 5. To follow Attendance and Punctuality Policy and send out letters as required. 6. Produce reports and statistics for the SLT in order to identify trends and intervene appropriately. 7. In consultation with the Principal, recommend action to be taken and develop strategies to combat unauthorised and authorised absences. 8. To interview students and parents to discuss attendance and agree ways forward. 9. Liaison with School Liaison Officer (SLO) regarding persistent absentees. 10. To print off hard copies of registers to ensure at hand in the event of a fire. 11. Note any trip absences on Arbor. 12. Annual review of Attendance and Punctuality Policy.   **Sixth Form**   1. Review and monitor eProspectus and Kent Choices, respond to messages from students and maintain a spreadsheet of Y11 applicants. 2. UCAS – monitor applications with an awareness of deadlines for applications to Higher Education Providers. 3. Maintain a spreadsheet of applications, noting when students have finished their personal statement, completion of staff subject references with reminders to staff as necessary, proofreading applications, checking GCSE grades against applications 4. Maintain student study period registers 5. Arrange meetings with parents/carers, as necessary 6. Monitor communication cards as required (though this will normally fall to tutors and Head of Sixth Form) 7. Maintain an appropriate learning environment in the study rooms 8. Remind students about Sixth Form rules and guidelines including uniform 9. Be perceptive to pastoral needs of students and provide support under the guidance of Head of Sixth Form and DSL 10. Mentor students at the level of study skills 11. Maintain notice boards displaying up to date deadlines, messages and opportunities including university open days and courses and send these to students and parents/carers as appropriate. 12. Provide administration assistance for all Sixth Form out of school activities   **Other**   1. To maintain compliance within the school’s data protection policy in all administrative processes. 2. To support and encourage the school’s ethos and its objectives, policies and procedures.   Any other duties required, commensurate with the responsibility and level of this post. These duties will be reviewed annually. |

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| **4. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**     * Excellent written and spoken communication skills. * Good planning and organisation skills with the ability to juggle multiple demands. * The ability to work under pressure and to deadlines, retaining good attention to detail. * Proficient in ICT, in particular spreadsheets, and databases. * Ability to analyse and present data accurately to a range of stakeholders. |