

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Attendance Officer	<u>Grade:</u> D (points 6 – 8)
<u>Job Family:</u> Organisational Support	
<p><u>Overall Purpose of Job:</u></p> <p>As Attendance Officer, you will be responsible for the administration of student attendance and lesson monitor, the production of attendance charts, statistics and evidence for penalty fines/court cases. You will provide general clerical support including typing/word processing, reprographics, filing, etc. of reports, letters, minutes of meetings etc. when required.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. You will check marks on lesson monitor and amend where necessary 2. You will update the daily attendance data 3. You will produce weekly attendance statistics showing relevant daily/weekly trends, plus attendance figures in an attendance chart for each tutor group and issue to tutors to display 4. You will produce weekly attendance figures for each year group and tutor group 5. You will update attendance notice boards on a weekly basis with guidance from the Principal/Education Welfare Officer 6. You will design/print weekly attendance certificates and arrange gift vouchers and other prizes as required 7. You will accompany the Education Welfare Officer/Learning Manager on home visits as required 8. You will produce an attendance printout for each student every half term which will be sent home 9. You will collate and update general data and persistent absence figures and complete returns on a half termly basis for the Executive Principal/Principal/Education Welfare Officer. 10. You will provide a half termly analysis of data on individual, year and academy basis for a variety of audiences and purposes 11. You will attend meetings with the Education Welfare Officer and/or Learning Manager to discuss students with attendance problems and identify students who should be referred to the local authority for court proceedings or penalty fines 12. You will produce half termly accurate statistical evidence for penalty fines and court cases 13. You will design and print certificates and posters as required by the Principal and Education Welfare Officer and posters to promote good attendance, publicising the awards for each tutor group notice board 14. You will order gift vouchers and prizes through the Finance Office as required 15. You will update annual figures on attendance as required by the academy 16. You will be aware of and comply with academy policy and procedures 17. You will be aware of and support difference and ensure all students have equal access to opportunities to learn and develop 18. You will contribute to the overall ethos/work/aims of the academy <p><u>General</u></p> <ol style="list-style-type: none"> 19. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay. 	

20. You will participate in training and other learning activities and performance development as required.
21. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
22. You will ensure strict confidentiality in all areas of work.
23. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
24. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
25. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
26. You will always comply with the Trust's policies and procedures.
27. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE Grade C/4, or equivalent, in English and Maths (A/I/C)
- An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (A/I)
- Relevant work experience or vocational training with regard to office work (A/I)
- A good knowledge of a range of standard computer packages e.g. Microsoft Office, Outlook email (A/I)
- Able to use basic technology – computer, video, photocopier (A/I)
- Able to communicate effectively face to face, by telephone and in writing with a wide range of people (A/I/R)
- Able to relate well to children and adults (A/I)
- Able to work sensitively with confidential information (A/I/R)
- Able to work with a high level of accuracy (A/I/R)
- Able to work to demanding and often conflicting deadlines (A/I/R)
- Able to work with a minimum of supervision (A/I/R)
- Ability to build positive relationships with all stakeholders (A/I)
- Ability to work constructively as part of a team (A/I/R)
- Commitment to self and team development (A/I)
- Work in ways that promote equality of opportunity, participation, diversity and responsibility (A/I)
- A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies (A/I)
- A professional responsibility to promote and safeguard the welfare of children and young people (A/I)
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Desirable

- NVQ Level 2 Administration, or equivalent (A/I/C)
- Appropriate knowledge of first aid (A)
- Experience of using Bromcom or similar programme (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Principal within the academy

Support Staff – in daily contact with support staff who are involved in pastoral support and finance.

Trust Staff – in occasional contact with Trust staff within finance and pastoral support.

External – in occasional contact with AAB members, parents/carers, suppliers, contractors, external agency professionals, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.