

Job Profile

Job Title:	Attendance Officer
Salary	Grade 5
Reports to:	Head of Academy
Location	Stamshaw Junior School but required to work at any academy where business is conducted that is within reasonable distance.

Function of the post:

Monitoring and reporting attendance to the safeguarding team, meeting regulatory, Trust and Academy requirements. This will include information to effectively support the attendance procedures, whilst contributing to the continuous improvement of the administrative & pastoral team at the school.

Principal Accountabilities:

1. Monitor attendance registers on a daily basis to ensure all class registers are complete and accurate, including correct coding.
2. Monitor and update attendance registers on a daily basis of all alternative provision learners (if applicable), including online learning. Ensure registers are complete and accurate, including correct coding.
3. To provide professional Arbor data and attendance management service for the school ensuring the accuracy and security of pupil data to provide relevant information and analysis of data for stakeholder. This will include information to effectively manage the attendance of omission and assessment procedures whilst contributing to the continuous improvement of the administrative team of the school.
4. Monitor attendance trends reporting any concerns using our safeguarding policy and procedures. Identify patterns of non-attendance and investigate reasons for absences.
5. Where attendance concerns are identified, make contact with families to address our concerns i.e. telephone calls, home visits and/or meetings in school. Update the relevant staff e.g, pastoral team (PT) or Senior Leadership Team (SLT).
6. Identify pupils and families who need to be placed on action plans and require specific support. In liaison with the relevant PT or SLT member, prepare and initiate the plans and support. Ensure monitoring of progress is in place.
7. To initiate appropriate legal action to ensure the school is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting evidence or the issuing of attendance letters, processing leave of absence forms (LOAF), requesting penalty notice fines and liaising with the attendance team at Portsmouth City Council.

8. To liaise and work with other members of staff as well as other professionals in the Police, Social Services, Housing, Health and any other statutory and voluntary organisations.
9. To keep clear and concise records of all actions and to write any other reports i.e. annual action plan and summaries, as required for the school.
10. To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior leaders and other professionals.
11. To manage and prioritise your own workload in line with service requirements.
12. To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
13. To develop initiatives which facilitate a relentless focus on excellent attendance for all pupils.
14. Process FOI requests and maintain and update the school's publication scheme. Complete and respond to all requests for statistical information including the termly census in line with DFE and Trust guideline.
15. With a professional and pro-active approach, support the continuous effectiveness of the administration of Stamshaw Junior School, which may include general office administration and responding to external enquiries to meet the immediate needs of the academies, ensuring IT requirements and training needs are in place to satisfy whole school function, carrying out administrative duties as required by the SLT.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>Appropriate qualification/s that provides evidence of a proven capability in literacy and numeracy required for business correspondence. GCSE at level A to C in English and Maths.</p> <p>Demonstrable knowledge of a wide range of administrative practices and procedures that support the delivery of a professional, client focused service.</p>	<p>Relevant professional qualification.</p> <p>Knowledge of administrative duties within an academy, primary or secondary education setting.</p> <p>Knowledge of the statutory framework relating to school attendance.</p> <p>Knowledge of school policies and procedures in relation to attendance and admissions.</p>	<p>Application Documentary Evidence Interview</p>
Skills	<p>Organisational, planning and time management skills that demonstrate an ability to deliver a professional, efficient and effective service in-line with the duties of the post.</p> <p>Communication skills that enable potentially contentious conversations to be facilitated with other adults.</p> <p>Maintain a calm, professional manner when dealing with contentious issues with families.</p> <p>Strong customer-focused interpersonal and communication skills, with an ability to quickly build positive rapport and respond appropriately to a variety of stakeholders with sensitivity and discretion when required.</p> <p>Computer literate with fast and accurate keyboard skills using Microsoft Office applications or similar.</p> <p>Able to produce professional and accurate presentations, documents and communications.</p> <p>Analytical skills with an attention for detail and accuracy.</p>	<p>Strong administrative skills which lead to the keeping accurate of school attendance records.</p> <p>IT based administrative skills that would support the preparation of statements to provide evidence which supports the issuing of penalty notice fines or other legal sanctions. attending and presenting.</p> <p>Presentation skills that would enable the delivery of evidence which supports successful legal sanctions.</p> <p>Familiar with using Arbor system</p>	<p>Application Interview References</p>

<p>Experience</p>	<p>Experience of undertaking a wide variety of general administrative tasks relevant to the duties of the post.</p> <p>Experience of undertaking a high volume of tasks within tight time frames and with competing demands.</p> <p>Relevant experience of providing advice, support and information to a diverse range of people, both internal and external.</p>	<p>Experience of carrying out home visits to family homes.</p> <p>Experience of initiating potentially contentious conversations with families.</p> <p>Evidence of working with MIS (e.g. Arbor) and producing reports relevant to the requirements of a school setting.</p>	<p>Application Interview References</p>
<p>Personal attributes</p>	<p>Flexible and pro-active with a team focused approach, able to work confidently and with minimum supervision.</p> <p>Ability to scrutinise work whilst under tight timelines to ensure accuracy and quality, whilst adaptable to the changing priorities of the schools, remaining calm under pressure.</p> <p>Attributes that create a supportive, friendly, helpful and positive environment, empathic and sensitive to the needs of a diverse range of people.</p> <p>Accurate, methodical and well organised to enable the maintenance of administrative systems, procedures and records.</p>		<p>Interview References</p>