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**JOB DESCRIPTION**



**Post Title:** Attendance Officer

**Grade:** E

**Accountable to:** School Business Manager

**Place of Work:** Talbot Primary School

**FTE:** 0.9

37 hours weekly, term time only

***Role Remit:***

* Administer all information relating to student attendance to maintain school attendance targets.
* Work with and provide attendance-related information, data and statistics to major stakeholders on the school’s attendance figures, e.g. school’s teachers, Senior Leadership Team, and the BCP’s Education Welfare Service (EWS).

***Key Responsibilities:***

**General**

* Be responsible for administration of all attendance matters to include:
	+ Daily monitoring to track student attendance
	+ Investigate and follow up on student absences, including contacting parents or guardians as required. Record and update student attendance records, ensuring accuracy and compliance with legal requirements.
	+ Report to safeguarding team/DSL any absence concerns.
	+ Provide regular attendance reports to senior leadership and other relevant staff.
	+ Support students and families in overcoming barriers to good attendance.
	+ Liaise with external agencies e.g. local authorities and social services where necessary.
	+ Implement and manage interventions to improve attendance for students who may be at risk of persistent absence.
	+ Organise and participate in attendance-related meetings with parents, students, and staff.
	+ Make home visits to students and parents/carers as appropriate.
	+ Initiate and follow through appropriate sanctions in liaison with the relevant colleagues and other professionals including fines and court action.
	+ In liaison with relevant colleagues/school management, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
	+ Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
	+ Completion of accurate statistical returns regarding student attendance and punctuality as required by the school, local authority and DFE.
	+ Liaise and work with and produce reports for teachers, the Senior Leadership Team, and the EWS.
	+ Work closely with the school’s leadership team to implement and promote attendance policies.
	+ Utilise relevant ICT packages to assist in this task: these may include, Microsoft Word and Excel, and the Schools Information Management System Bromcom.
* Undertake such other duties as may be required from time to time commensurate with the level of the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
* Comply with all decisions, policies and standing orders of the school and BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
* Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school’s agreed procedure, and to meeting the requirements of Keeping Children Safe in Education (KCSiE).

***Other Duties:***

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

* Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
* Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
* Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
* The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
* Be aware of health and safety issues and act in accordance with the Health and Safety Policy
* To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** …………………………………………………………………………………………

**Employee Signature:** ………………………………………………………………………………………….

**Date:** ………………………………………………………………………………………….



**Person Specification**

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***Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.***

**Qualifications:**

* 5 GCSE’s with a minimum grade C (4) or above in English and Mathematics, or equivalent qualifications or relevant experience

**Experience:**

* Proven experience in an administrative role, ideally within a school environment.
* Strong organisational and time-management skills.
* Excellent communication skills, both written and verbal.
* Ability to work independently and as part of a team.
* Knowledge of attendance regulations and legal requirements.
* An understanding of the issues affecting non-school attendance and issues that may affect a student's ability to attend school.
* Ability to handle sensitive situations with discretion and empathy.
* Ability to handle confidential information with discretion
* Proficient in using Microsoft Office applications and school management information systems.
* A passion for supporting students and promoting positive behaviour.

**Personal Attributes:**

* Ability to work on own initiative and to organise/ prioritise own workload
* Ability to concentrate on detailed work for long periods of time
* High level of emotional intelligence
* A deep commitment to the vision, values and ethos of the Trust
* Excellent communication skills
* A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation
* Ability to work well under pressure and in a calm, professional manner