

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: Attendance Officer

DEPARTMENT: Crestwood School

SALARY RANGE: Grade 5

REPORTING TO: Headteachers PA

LIAISING WITH: Headteacher, SLT, teaching and support staff and outside agencies

Main purpose:	Provide daily support for students. There are elements of this role that may merge with other roles in the school such as Student Services Officer or General Administration. The key responsibilities outlined in this job description may vary from school to school dependent on the needs of the school as directed by the Headteacher's PA.
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MAIN DUTIES:

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| General Duties | <ul style="list-style-type: none"> • Use of Schools admission system • Ensure process for admissions is fair and transparent • When required arrange appeal hearings for admissions, manage all paperwork, booking panel members and notifying parents of outcome of hearing. • Responsible for admission process following Fair Access Panel decision • Downloading of CTF files for school to school transfers • Administer mid-year transfers ensuring school to school transfer paperwork in processes accordingly. • Responsible for monitoring the attendance of all students • Be responsible for organising a daily check on children at risk of truanting. Initiate and carry out periodical post-registration truancy checks. • Chase up reasons for absence using agreed systems, first day absence calling Provide advice and support for students returning to school after a long period of absence. • Be available to staff and parents for attendance meeting and home visits • Provide regular updates for staff, e.g. HT, DHT, Heads of Year and Tutors, on student attendance with targets and strategies for improvement. • Prepare and follow up on referral forms to LA Officer regarding poor attendance |
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	<p>and relevant actions to improve attendance rates.</p> <ul style="list-style-type: none"> • Prepare and administer fixed penalty notices • Responsible for ensuring that the school system of registration is adhered to and correctly administered. • Responsible for the registration of late students • Participate in the development of school reward systems in relation to attendance. • Manage the requests and approval for student holidays during term time Exclusions Administer fixed term and permanent exclusions • Preparation and distribution of letters and the recording of exclusions on school system • Manage and resolve any attendance queries related to Census data • Carry out end of year processes for student records on Facility • With the support of Student Services Officer ensure student records are accurate and up to date on system • In conjunction with Student Services Officer undertake end of year processes for student records on CMIS and set up new year tutor groups/classes on system as required • Working alongside the Student Services Officer & Pastoral Team to provide support to students • Deal with day to day issues and queries from students. • Be the point of contact for students and parent liaison • When necessary provide administrative support to the Student Services Officer • Act as school first aider. • Deal with first aid issues as and when needed. Complete accident forms where appropriate. • If applicable – keep medicine safe and maintain record of student’s medicine on school site. Ensure consent is given before issuing students medication.
<p>Staffing and Resources</p>	<ul style="list-style-type: none"> • Positively engage in appraisal reviews as directed by your Line Manager • Contribute to the recruitment and induction of new staff • Promote teamwork and effective working practices
<p>Other professional requirements:</p>	<ul style="list-style-type: none"> • Establish and maintain regular communication in the Trust • Communicate with parents/carers and outside agencies where appropriate • Attend professional meetings as required • Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning • Attend Governance meetings as and when required • Actively engage in the Trust’s appraisal process • Take part in the Trust’s staff development programme • Attend and contribute to meetings • Work as a part of a team and positively contribute to effective working relationships • Take part in Trust events as directed by the CEO
<p>Other Specific Duties</p>	
<ul style="list-style-type: none"> • Play a full part in the life of the Trust community, to support its vision, mission and values • Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors 	

- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

Support for the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	GCSE in Maths and English	NVQ 2/3 Administration or equivalent qualification in a relevant discipline
Experience	<p>Understanding and respect for confidentiality in relation to all issues connected with this role</p> <p>Excellent numeracy and literacy skills</p>	
Skills and knowledge	<p>Very high standard of Microsoft Office including Word, Excel, Publisher</p> <p>Ability to communicate effectively and confidently both verbally and in writing</p> <p>Good organisation skills. Ability to deal with large volumes of data, prioritise workload and meet strict deadlines.</p> <p>Ability to maintain high standards of accuracy and have a calm methodical approach to work, delivering a high-quality service whilst under pressure.</p> <p>Ability to interpret advice/statute and to devise policy/practice in the light of these.</p> <p>To be reliable, punctual and have excellent attendance</p> <p>To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused</p> <p>Able to work constructively as part of a team, understanding school rules and responsibilities</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions</p> <p>Committed to the needs of the students, parents and other stakeholders and challenge barriers/blocks to provide an effective service</p> <p>Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude</p>	
Personal qualities	<p>Committed to the provision and improvement of quality service provision</p> <p>Takes quick and effective action to meet the demanding</p>	

	<p>workloads and commitments</p> <p>Ability to relate well to children and adults, able to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>To keep calm and maintain an air of authority</p>	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Attendance Officer		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	