



The Radclyffe School
"Working Together for Excellence"

JOB DESCRIPTION

Attendance Officer

Purpose:	<ul style="list-style-type: none">• To work as part of the Attendance Team under the guidance of the Education Welfare & Attendance Manager• To work within the Attendance Team in responding to attendance, punctuality & persistent absence concerns• To have responsibility for the day-to-day operation/data input of the school's Absence Information System (Bromcom)• To contribute to the identifying and resolving patterns of absence• To develop and implement strategies to support the development of regular attendance• To be the first point of contact for school staff and other external agencies including Welfare Call• To liaise with parent/carers and school staff regarding absence• To liaise with Oldham Local Authority in terms of Penalty Notice administration
Reporting to:	Education Welfare & Attendance Manager
Responsible for:	Whole school attendance
Liaising with:	Students, Parent/Carers, School Staff, External Agencies
DBS	Enhanced Level DBS Check
Working Time	Hours per week: 36 hours 40 minutes Term time only (190 days)
Salary	Grade 4, pt 12 -17. £23,092 to £25,843 (pro rata applied)

SPECIFIC DUTIES

1. Responsibility for all incoming information regarding student absence, messages, telephone calls, emails etc
2. Responsibility for inputting of absence/attendance data using current Attendance MIS (Bromcom)
3. Responsibility for accurate administration of School Roll Call, Registration System (Bromcom)
4. Responsibility for accurate input/administration of the Local Authority's Penalty Notice system (BPM) and associated document generation/uploads
5. Challenge absence where appropriate in a professional manner
6. Make first day contact with parent/carers of students who are absent without notification using our Absence Alert System (Bromcom)
7. Work with parent/carers and school staff to identify students who have begun to develop a pattern of absence

8. Investigate lesson absence/possible internal/external truancy & refer confirmed cases to Year Managers and Key Workers
9. Monitor the attendance of students removed from lessons including Internal Exclusion, Supported Learning Centre, Learning Mentors, exams etc
10. Monitor the attendance of students attending alternative provision including The RSU, External Placements, Fixed Term Exclusion and Managed Moves etc
11. To create and maintain appropriate working notes regarding strategies and plans implemented with students and families (CPOMS)
12. To participate in identified information sharing meetings about named students who have begun to develop patterns of absence
13. Appropriate use of CPOMS to ensure attendance/absence information is shared
14. Home visits to ascertain causes of absence and/or support families in improving attendance
15. Send letters and/or Attendance Statements to parent/carers of students whose attendance is between an identified percentage level
16. Support the Attendance Team in improving Attendance & Persistent Absence targets
17. Support the Attendance Team Punctuality & Absence Procedures
18. Support the Attendance Team in arranging school meetings etc.
19. Perform general office duties
20. Contribute to the supervision of students arriving to school
21. Any other reasonable task requested by Line Manager/Headteacher

GENERAL DUTIES

22. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
23. Be a role model and actively promote the school's Rights Respecting agenda
24. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
25. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
26. Maintain confidentiality and observe data protection and associated guidelines as appropriate.
27. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: February 2025

Headteacher J Cregg