



Job Description

Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

Hours of work: 37 hours per week, 41 weeks per year

Responsible to: Senior Leader (with responsibility for attendance) Operations Manager

Post objective: To play a key part in the continual development of the monitoring and tracking of student attendance. The role will also include working with families to comply with applicable attendance laws, codes and requirements.

Main Duties and Responsibilities:

- Analyse attendance data to maximise student attendance in school
- Ensure that pupil data is up to date and accurate
- Using ICT to record all attendance data into the school's system and ensure staff are using systems correctly by providing support and guidance as required
- Develop highly efficient systems that automate responses to parents where attendance is poor as part of a tiered approach
- Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents are kept
- Detect trends and patterns of absence and take appropriate action
- Record pupils who arrive late in school
- Challenge students on reason for lateness and absenteeism on a regular basis
- Manage a target cohort of students by regular contact with key students and their parents
- Make home visits for students not engaging with education and meet regularly with target families in the school to raise expectation of good and outstanding attendance
- Develop systems to incentivise and further improve attendance through the school reward systems through challenge, support and celebration
- In the absence of the Attendance Administrator, ensure attendance records are completed efficiently for each period, referring issues to appropriate staff
- Work in partnership with the Trust Attendance Team and attendance lead in school through regular contact and meetings as appropriate
- Attend the trust attendance network meetings

- Issuing regular attendance letters in line with Trust and Council guidelines.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Demonstrate behaviour that is professional, ethical and responsible
- Appreciate and support the role of other professionals
- Communicate effectively with colleagues, students, parents
- Attend and participate in relevant meetings as appropriate
- Participate in training and other learning activities and performance development as required

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



Tupton Hall School

REDHILL ACADEMY TRUST

Attendance Officer

Person Specification

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
<ul style="list-style-type: none">Minimum of 5 GCSE's A* - C including English and Maths or equivalentMinimum of two years' experience working in a Attendance Support/AdminExperience of working to Policy and ProceduresExperience of working with third party service providersOrganised with good attention to detail and experience of managing electronic and paper filing systemsCompetent in the use of Microsoft Office applications including ExcelUnderstanding of safer recruitment in a school contextExperience of working in a school or other educational settingBackground experience of pastoral or attendance workWorking knowledge of the SIMS Application	A A, I A, I A, I, T A, I, T	A A, I, T A A A

Skills, Abilities and Personal Qualities <ul style="list-style-type: none"> Driving licence and own car required Ability to prioritise tasks, manage time effectively and meet deadlines Ability to cope effectively in a busy, demanding role Proven ability to maintain confidentiality in all aspects of work Ability to manage stakeholders and third party service providers Excellent communication skills both oral and written Able to provide a high level of customer service to stakeholders Able to adapt to work alone, using own initiative and within a busy diverse team Flexible approach to working hours and positive attitude to work 	A A, I, T A, I A, I A, I, T A, I, T A, I	 A, I A, I
Suitability to work with children <ul style="list-style-type: none"> Enhanced DBS clearance is required for this position 		

A – Application

I – Interview

T - Task