



Post: Attendance Officer

Hours: 37 hours per week, 39 Working Weeks (Term-Time plus Training Days)

Salary: Grade F Point 6-7

Reporting to: Headteacher/Head of School

Job Purpose

As a member of the Support Staff and under the overall direction of the Head of School you will:

- Maintain and update accurately all class registers on Bromcom, Invenry and MyChildAtSchool systems.
- Monitor the attendance telephone line. Liaising with both teachers and student parents / carers in regard to absences and all students missing from education.
- Act as first point of call for welfare and attendance.
- To be pro-active in following up matters of concern with appropriate people, including parents and carers, and ensure accurate documentation is provided to support meetings and to attend meetings as required. This will help the school to target students with high/irregular absence levels and improve overall attendance.
- As a member of the Safeguarding Team respond to any calls when required and assist the DSL where possible.

Main Duties of the Role - you will:

Attendance

- Carry out all the general administration relating to attendance issues such as the checking of class registers, attendance certificate and pupil data.
- Monitor all absence and lateness and ensure that matters of concerns are raised immediately through the appropriate channels.
- In liaison with the reception team, make 'First Day Calls' to verify child's whereabouts and that they are safe and the absence is genuine. If required, you will make a home visit. In the event of emergencies, you will contact the emergency services.
- Promptly follow up on students who are missing from education and undertake home visits within three days where no contact or reason for absence can be obtained.
- Provide management information for senior staff using the Bromcom database to generate reports in order to interpret trends. Report on all vulnerable groups e.g. Pupil Premium and SEND pupils, as well as pupils with English as an additional language.
- Obtain medical evidence when needed after five continuous days of sickness or regular absence due to a medical condition.

- Make referrals, when required, to the Education Inclusion and Partnership Team (EIPT) for potential prosecution. EIPT can be contacted for advice as and when required.
- Monitor and be proactive in cases of persistent absence and/or lateness by having processes in place to deal with these situations.
- Meet with parents and carers, children and outside agencies to resolve persistent absence.
- Keep records of term time holidays and make referrals to Northamptonshire County Council.

Pupil Premium

- Maintain, update and keep records of all Free School Meal and Pupil Premium pupils. Checking for any entitlements and doing all relevant checks with Northamptonshire County Council.
- Liaise with parents/carers for the relevant information needed to carry out such checks.
- Issue holiday vouchers to parents/carers.
- Helping parents/carers who qualify as Pupil Premium obtain help with school uniform.

General

- To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised
- Work closely and build good working relationships with the Safeguarding Team, teachers, parents, pupils, external agencies and SLT in order to facilitate informative discussions on attendance, welfare and other issues to enable those staff to take further follow up action.
- Ensure that all actions, correspondence and evidence is accurately logged and filed in a case file for the child concerned – this may be needed as evidence in court.
- To undertake any other duties as requested by the Headteacher or Head of School. These duties may change from time to time without changing their general character or level of responsibility.
- To exemplify and uphold the school and Trust's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- To follow all school and Trust policies.
- To work in a co-operative and polite manner with all stakeholders.
- To work with children in a courteous, positive, caring, and responsible manner always.
- Demonstrate a keen interest and involvement in all aspects of school life.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations of the school.

Closing Date for applications: Monday, 10th October 2022 12 noon

Interviews will be held on: TBC

Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification – Attendance Officer		
Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Educated to GCSE grade C or above in English and Mathematics or equivalent 	<ul style="list-style-type: none"> A good working knowledge of the legal background regarding school attendance would be an advantage
Experience and Knowledge	<ul style="list-style-type: none"> Good practical knowledge and solid experience of Microsoft Office Packages, in particular Excel 	<ul style="list-style-type: none"> Experience of working in an educational setting Knowledge of school systems such as Sims or Bromcom would be an advantage
Ability and Skills	<ul style="list-style-type: none"> Have a methodical approach and produce accurate information Ability to prioritise and work on own initiative as well as part of a team Able to maintain confidentiality over sensitive aspects attendance management Good interpersonal skills, including telephone manner, able to deal confidently, politely and assertively with children, parents and outside agencies Ability to work under pressure and meet deadlines and to multi-task and use initiative as necessary Ability to travel effectively between bases and to children's homes both within and outside the school catchment area, sometimes at very short notice 	<ul style="list-style-type: none"> Use of own car would be an advantage
Disposition	<ul style="list-style-type: none"> Commitment to undertake continuous learning and development, in particular in keeping up with legislation changes relating to the role 	
Equal Opportunities	<ul style="list-style-type: none"> An understanding of Equal Opportunity issues within the workplace. 	
Health and Safety	<ul style="list-style-type: none"> The post-holder should be committed to health and safety, and be willing to undertake training to enable the implementation of procedures for the welfare of clients and staff 	
Pre-employment checks and Safeguarding Children	<ul style="list-style-type: none"> In addition to normal pre-employment checks the post-holder will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and Child Protection Training. 	