

**ATTENDANCE / SEND OFFICER**  
**JOB DESCRIPTION**



<b>Job Title</b>	Attendance / SEND Officer
<b>Line Manager</b>	Office Manager & Designated Safeguarding Lead
<b>Supervisory Responsibility</b>	None
<b>Pay / Level / Salary</b>	Level 4, Points 8 to 12 £27,216 to £28,935 per annum - full time (pro rata) Actual Salary Range £19,416 to £21,272 per annum
<b>Hours</b>	Monday to Friday, 30 hours per week - 8.00 am to 2.00 pm daily
<b>Contract</b>	Permanent, Term Time plus Inset Days plus an additional week during the Summer holiday (part-time)

**Your responsibilities as a whole school team member are:**

- To promote the school's vision and ethos and contribute to the overall vision and values of the Trust.
- To share responsibility for and commitment to safeguarding and promoting the welfare of pupils.
- To have the welfare and care of all pupils as a priority when carrying out your responsibilities.
- To promote and use all school policies, systems and administration efficiently.
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school.
- To maintain diplomacy and confidentiality in a professional and appropriate manner.
- To take part in appraisal reviews in accordance with the school's agreed policies.
- Participation in the wider life of the school e.g. fundraising events, promoting positive relationships between staff and home and school.
- To take part in Continuing Professional Development (CPD) in accordance with the school's agreed policies.
- To be flexible and adaptable in the responsibilities you will assume.

**Main purpose of the post:**

- To work in partnership with the Safeguarding Lead and other key staff to ensure excellent attendance for all pupils and to reduce the levels of absence, particularly persistent absence and poor punctuality (e.g. lates) across the school and assist with the implementation of agreed strategies.
- To be responsible for the process of "Unauthorised Exceptional Leave" from request through to referral to Slough Borough Council (SBC) Attendance Service as requested by the Safeguarding Lead.
- To provide telephone administration linked to attendance role and responsibilities along with cover on the reception desk as required.
- To be responsible for promoting and safeguarding the welfare of pupils and young people in line with school policy.
- To work in conjunction with the Office team to ensure the Front Office / Reception is efficient, effective and welcoming ensuring that all visitors to the school are greeted in a professional manner.
- To work seamlessly with Assistant Headteacher for Inclusion and Assistant SENCo to ensure we are meeting the needs of children.
- To ensure that paperwork and information is clearly distributed to all stakeholders to ensure EHCP reviews or SEND meetings happen effectively.
- To take notes, collate information and distribute minutes as requested by the Assistant Headteacher for Inclusion.
- Collate information from class teachers regarding EHCP applications
- To ensure and to support the completion of Speech and Language referrals by class teachers and parents.

**Key responsibilities:**

- The management of pupil attendance data across the school.
- The link person between the school and parents / carers and pupils with regards to attendance/SEND.
- The link person between the school and external organisations, e.g. Local Authority, with regard to attendance.
- Be the key person for admin for Assistant Headteacher for Inclusion.

**Duties:**

- Update school records, analyse attendance data and provide reports, as required, ensuring the information is relevant, accurate and provided in a timely manner.
- Meet with school staff, pupils, parents and carers to establish the reasons for non-attendance / poor punctuality and work with the Safeguarding Lead to agree a plan with appropriate strategies and timescales to tackle issues.
- Make contact with families in response to allocated referrals through home visits and / or meetings at school.
- Liaise with SBC Attendance team to action non-attendance penalty fine notices in accordance with statutory responsibilities.
- To update ScholarPack on a daily basis with attendance details such as sickness, unauthorised holidays and children that have arrived at school late, ensuring the information is accurate, clear, concise and maintained in a timely manner.
- To send out "Text" - for absent children where the parent has not provided a reason for the absence. Following up with a phone call on the same day if no response is received. A letter is to be sent if no response is received by text or phone call.
- To be responsible for attendance administration e.g. sending out letters as directed by the Safeguarding Lead, setting up meetings, liaising with parents on phone regarding attendance concerns.
- As guided by the Safeguarding Lead, to work closely with families and the SBC Attendance Service to ensure that any pupil with less than 95% attendance has appropriate follow up and intervention, including letters home and meetings with the Senior Leadership Team or the Headteacher.
- To support the Safeguarding Lead in administrative duties related to attendance rewards and promoting a positive culture of attendance and punctuality; and initiatives which raise awareness of the whole school community on the importance of good school attendance.
- Alert the Safeguarding Lead of any vulnerable or disadvantaged pupils that have been flagged up.
- Liaise with year group leaders and class teachers who have highlighted concerns regarding a child's attendance, raising with the Safeguarding Lead / Headteacher, as required.
- At peak times, coordinate the work of any colleagues that might assist with the attendance duties.
- To ensure that all pupil registers are maintained to secure the highest level of accuracy;
  - completed on a daily basis by teachers; maintaining a rigorous system of checking marks that have been inputted. Where needed, reminding staff of the legal requirement of accurate registration codes; ensuring that incomplete registers are followed up systematically; investigating missing marks in registers by liaising with school staff, and following up with parents where necessary.
- To ensure that paperwork and information is clearly distributed to all stakeholders to ensure EHCP reviews or SEND meetings happen effectively.
- To take notes, collate information and distribute minutes as requested by the Assistant Headteacher for Inclusion.
- Collate information from class teachers regarding EHCP applications.
- To ensure and to support the completion of Speech and Language referrals by class teachers and parents.

The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors and members of The Elliot Foundation Academies Trust to provide an efficient and flexible delivery of a range of services. The post holder may be expected to undertake any other reasonable duty as directed by the Senior Leadership Team including the Headteacher.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

Staff Member's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Headteacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTENDANCE / SEND OFFICER  
PERSON SPECIFICATION**



<b>Knowledge, Skills and Experience</b>	<b>Essential Qualities</b>	<b>Desirable Qualities</b>
A good standard of education (minimum requirement - GCSE level 4 or equivalent, in English and Maths)	✓	
Experience of working in a busy office environment	✓	
Experience of working in a primary school setting		✓
Knowledge of the importance of the safeguarding of children within a school setting	✓	
A good understanding of issues affecting truancy, lateness and school absence.	✓	
A clear understanding of the statutory framework for school attendance and the DfE attendance expectations	✓	
Knowledge and experience of using Google suite		✓
Knowledge and Experience of Microsoft Office Suite	✓	
Knowledge and experience of Scholarpack and/or similar MIS software and the ability to analyse statistical data with an attention to detail	✓	
Knowledge of SEND procedures in School		✓
Excellent organisational and administrative skills, with a commitment to ensure high standards at all time	✓	
The ability to work under pressure, prioritise tasks appropriately and to meet tight deadlines	✓	
Experience of data management including producing reports as required		✓
Excellent interpersonal, oral and written communication skills, with the ability to remain impartial and work sensitivity, observing and maintaining confidentiality appropriately	✓	
Reliable and resilient, with the ability to be flexible and adapt to changing workloads	✓	
Ability to work independently, with self-motivation and confidence and work well as part of a team	✓	
Willingness to play a part in the wider life of the school e.g. school community events and Elliot Foundation Academies Trust events	✓	
A willingness to engage in further continuing professional development (CPD); to undertake relevant training and keep knowledge up to date	✓	