



**Attendance Officer**

**Grade:** Band 05

**Points:** 7-9

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

**Our values**

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



### Core Purpose

To provide administrative support for the attendance system across the whole college.

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Main responsibilities will include those below, but additional functions may be included e.g., word processing, filing, reprographics, reception cover and general administration.
- Administer an efficient and effective attendance recording system using attendance software packages.
- Provide information on attendance to the Heads of Year, tutors, teachers and other appropriate support agencies.
- To produce attendance reports and information for use with Assessment and Reporting and giving guidance and support to teaching staff with regard to inputting of information.
- Liaise with parents including co-ordinating meetings, issuing letters, telephone calls/texting; arrange home visits as and when required.
- Provide tutor/teacher support and assistance when required to monitor/support attendance.
- This is very much a developing role so the duties may change under the direction of the Headteacher.
- Receives telephone calls, redirects to appropriate member of staff.
- Organises and monitors detentions for late arriving pupils.
- To be a team player and contribute within your own capabilities towards the teams/school duties.

### Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.



## Person Specification

| Area to be assessed              | Essential criteria                                                                                                                                                                                                                                                                                        | Desirable criteria                                                                  |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Safeguarding</b>              | Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.                                                                                                                                                                                                 | Previous training in Safeguarding.                                                  |
| <b>Qualifications/Experience</b> | <p>Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and maths.</p> <p>Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups</p>                                              | Experience of working with children and within a school attendance related service. |
| <b>Knowledge/Skills</b>          | <p>Well-developed administrative and organisational skills</p> <p>Ability to deal with public under difficult situations at times, able to keep calm at all times, act on own initiative, as well as part of team, expected to deal with duties promptly and efficiently, and be a good communicator.</p> | Experience of working within an office environment.                                 |