



Horncastle Education Trust

Job Description: Attendance Officer Banovallum School, Horncastle

Purpose of the role:

- Advise and assist parents/carers to maintain regular school attendance of their children.
- Communicate clearly to parents/carers the attendance procedures and expectations of the school
- Collect and analyse attendance data to enable identification and tracking of pupil attendance.

Key Responsibilities and Tasks

- Monitor and track the attendance of groups of pupils, particularly those designated as 'disadvantaged'.
- Monitor and track whole school attendance and punctuality and to send out letters where appropriate.
- Co-ordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated.
- Schedule and attend school-based/online meetings with parents/carers as necessary.
- Produce weekly reports for the Headteacher and Governing Body and data required by the DfE.
- To assist in the compilation of such reports, records and assessment of data as may be required by the school, governors and DfE.
- To assist in the analysis of school attendance registers.
- To input data onto the Trust's MIS software, as required
- To liaise with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences.
- Prepare and collate attendance data
- Analyse and produce reports regarding attendance
- Ensure all information is treated confidentially and have absolute discretion at all times.

Requirements for the post:

Qualifications/Training	Essential	Desirable
GCSE or equivalent in Maths and English (C/4 grade or above).	✓	
NVQ Level 2 or similar		✓
Commitment to personal / professional development	✓	

Knowledge	Essential	Desirable
Ability to relate to students, empathy and sensitivity to student needs.	✓	
Knowledge of safeguarding of children	✓	
Ability to resolve conflict	✓	
Knowledge of MS Office products, particularly Word and Excel.		✓
Knowledge of developments in education		✓
Good inter-personal skills including mediation, conflict resolution and discretion.	✓	

Experience	Essential	Desirable
Experience of working with children in a similar setting.	✓	

Competencies	Essential	Desirable
Motivation to work positively with young people and families.	✓	
Good communication skills, both written and spoken	✓	
Confidentiality	✓	
Excellent role model for students and committed professional conduct.	✓	
Strong commitment to effective team working	✓	