## macacad MACMILLAN ACADEMY

##  JOB DESCRIPTION

***Job Title:*** Data and attendance officer

***Responsible to:*** Lou Collier (Data manager)

***Core accountability:*** To undertake administrative duties in the maintenance of academy data and promotion of student attendance.

**Contract:** Permanent, Term Time Only + 2 weeks, 37 hours per week

***Payment:*** Scale Point 9-11

**Responsibilities:**

***Assessment***

* 1. Assist in the organisation, administration and distribution of Academy reports to parents in line with the assessment schedule, as directed by the Deputy Headteacher for assessment (Adrian King).
	2. Maintain marksheets, student report queries, and reporting templates for each assessment cycle.
	3. Prepare other ad hoc student reporting throughout the academic year.
	4. Run missing data reports and resolve issues as appropriate.

***Data administration***

2.1 Support the data manager in the completion of the school census

2.2 Update student / parent records

2.3 Handle activation queries for access to parental engagement tools

***Curriculum & Timetabling***

3.1 Assist in the preparation and implementation of the whole school timetable.

3.2 Assist in the promotion of the curriculum on the MIS system and distribution of timetables for students.

3.3 Assist in changes of timetables and class assignments throughout the academic year including alternative provision.

***Attendance***

* 1. To work closely with parents/carers and students to improve levels of attendance.

4.2 To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform the academy Education Welfare Officer and parents/carers.

4.3 To administer the daily attendance process through our MIS.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post.  It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment.  It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

**Signed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**