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Hull Collaborative Academy Trust

Job Description Template

Post title	Data & Attendance Assistant
Grade	Grade 4
Reports to	Office Manager
Location of post	HCAT Wansbeck Primary School

Main Purpose of the Post

- To support the School in improving school attendance, parental engagement and ensure compliance with statutory regulations.

Main Duties and Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To comply with and assist in the development of school policies, procedures and protocols, including those related to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
3. Manage the completion and submission of complex forms, returns etc. i.e. School Census. Will be expected to participate and contribute to external audits/inspections and Ofsted Inspection.
4. To manage manual and computerised record/information systems including Microsoft and SIMS, ensuring the information is up-to-date and accurate. To analyse and evaluate the data/information and produce timely and up-to-date reports as required.
5. To assist in managing the admission/transition processes and procedures including organising the induction of new children and liaising with parents, previous schools, future secondary schools and the LA.
6. Manage pupil attendance by: undertaking daily checks to ensure registration procedures agreed are adhered to consistently across the school, contacting parents to enquire about absence to seek an immediate return to school where possible, and to follow up absences for pupils not returning to school and completing returns and inputting and analysing data using relevant ICT packages. Liaising with the Safeguarding Lead, attendance team, school staff, governors, LA staff and outside agencies as necessary
7. To maintain a record of all phone calls and visits, keep up to date records on pupil's attendance and provide this information to the attendance team, school staff, governors, LA staff or outside agencies.
8. Ensure up-to-date pupil records and parental contact details are held on the system and maintain confidential filing systems.

9. To assist the safeguarding lead in managing pupils with identified attendance issues by ensuring that effective interventions and strategies are implemented to improve attendance and promote inclusive education for these pupils by contacting parents by telephone and arranging home visits or in-school meetings in liaison with SESM, and EWO. To provide data to the SESM and EWO in order to complete termly analysis and case files for persistent absent families.
10. To advise parents, carers and pupils on educational policy and work with the EWO in completing statutory forms for penalising poor attendance.
11. Attends regular attendance meetings with SESM, Deputy Head or Head teacher to share knowledge and highlight any concerns for the family.
12. To contribute to the planning and organisation of extra-curricular activities and pre-school activities.
13. To arrange home visits for the SESM in relation to Early Years provision.
14. Participate in training and other professional development as required.
15. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee. In addition to the Schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Schools Health and Safety policy.

Responsibility

- The post-holder is responsible for parent/carer liaison relating to attendance issues under the guidance of the SESM.
- Responsible for data management of pupil records on a daily basis, some of which is confidential and of a sensitive nature. Responsible for analysing information and producing regular reports.

Decision Making

This explains the main decisions made and why.

Contacts and Reason for the Contact:

Within Service Area/Section:

- Parents/carers/pupils
- SLT
- Safeguarding and Extended Services Manager (SESM)
- Attendance team
- Teaching staff
- Support staff

With Any Other Council Areas (where applicable)

- LA Officers (EWO)
- Parents/carers

With External Bodies to the School

- Other agencies
- Relevant staff from other schools relating to transfer
- The community

Risks to health

The post holder may occasionally come up against abuse/challenging behaviour from parents/carers/visitors. The post holder may have exposure to sensitive information.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	NVQ 3 or equivalent qualification in relevant discipline GCSE or equivalent in English and Maths Safeguarding level 1 or commitment to achieving the qualification	AF, CQ AF, CQ AF, CQ		
EXPERIENCE	Experience of working with administrative systems Experience of working in a school environment Experience of using SIMs or similar educational tool	AF, I, R AF, I, R AF, I, R		
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	I, R		
SKILLS	Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Highly competent skills in ICT, including SIMS and Microsoft Office	I, R I, R AF, I, R		

	Highly competent written skills, including spelling and grammar	AF, R		
PERSONAL QUALITIES	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	I, R		
	Ability to interact well using courtesy, tact, diplomacy and negotiation	I, R		
	Work as part of a team, understanding school roles and responsibilities and your own position within these	I, R		
	Ability to self-evaluate learning needs and actively seek learning opportunities	I, R		
	Speaks clearly and accurately using grammatically correct spoken English	I, R		
OTHER REQUIREMENTS	Maintains high levels of confidentiality at all times	I, R		
	Makes a commitment to the wider life of the school, including being flexible to meet the needs of the school.	I, R		
	Ability to present a smart professional image in line with the school's Professional Code of Conduct	I, R		
	Strives for excellence and ways to improve their own performance and the performance of the school	I, R		

*Key: AF=application form; I=interview; T=test; P=presentation; R=references