

St Clement's C of E Primary School

School Attendance Assistant Job Description – September 2024

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post title & grade	School Attendance Assistant Grade 5
Responsible	The post holder will report to Head Teacher. Apart from other colleagues in the school, the main contacts of the job are the pupils, families/carers, Local Authority Attendance Service, Head Teacher, teaching staff, other support staff and pupils, governors, LA and outside agencies.
Main Purpose of the Job	Contribute to support the provision of a responsive and comprehensive high quality support service to help improve overall school attendance in the school. To support the school to ensure the achievement of attendance objectives.
Main Duties & Responsibilities	1. To accurately maintain case file paperwork and all documentary evidence to be presented to Governors and the LA. 2. To ensure that appropriate administrative processes and systems are established, maintained, reviewed and developed to meet the needs of the service. 3. To track and monitor attendance levels for individual pupils. 4. To develop and maintain databases, systems and procedures to effectively capture, monitor and progress outcomes following court cases. 5. Maintain records including attendance sweeps, school blitzes and campaigns, so the effect/impact of this intervention can be analysed by the school. 6. Distribute and update attendance monitoring templates, legislation and statutory guidance notes and campaigns and initiatives materials to all stakeholders as directed by the Headteacher. 7. To provide admin/clerical support to senior staff attending various casework meetings. 8. To take verbatim notes during interviews held in accordance with Child Protection legislation.

	9. Monitor post return to school period and inform SLT member as required. 10. To develop maintain and review databases and attendance information systems in relation to the school's requirements including the production of appropriate information to ensure the delivery of a high-quality service. 2 11. Prepare straightforward policies and procedures for monitoring attendance. 12. Produce yearly attendance returns for the school. 13. Respond to all queries from a wide range of people, in an efficient and courteous manner, using initiative and creativity to resolve problems in a timely manner. 14. Assist in carrying out efficient financial administration, including the processing and recording of purchases and invoices using the school's financial regulations. 15. To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of pupils. 16. To converse at ease and provide advice in accurate spoken English is essential for the post.
General	Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

