



*'Being Better Every Day'*

# **Attendance Officer**

## **Job Description**

**Salary: East Sussex, Grade 6, Points 14-16 £20,853-£21,695 fte**

*(Pay award pending. Paid pro-rata for term time)*

**Hours: 8.15am – 1.30pm Monday to Friday (part time)**

**Reports to: School Business Manager**

## **Purpose of the Role**

- To record and monitor pupil absence and investigate absent children in a timely manner to ensure pupil safety.
- To work in partnership with the school's Leadership team, class teachers and outside agencies such as the Education Support, Behaviour and Attendance Service (ESBAS) to help achieve expected attendance targets and reduce absences.
- To implement the pupil attendance policy, including challenging and supporting families where pupil attendance falls below the required level
- To provide front of house administrative support as part of the administration team (under the direction of the Business Manager when required).

## **Main Functions**

### **Attendance:**

- Monitor pupil attendance and make a weekly report to the Headteacher.
- Liaise with parents to discuss school action on attendance and lead/attend meetings.
- Identify the referral pathway to Education Support, Behaviour and Attendance Service (ESBAS) and make relationships with team leaders.
- Prepare attendance referrals, organise and attend Attendance Panel Meetings with ESBAS in school.
- Investigate unexplained absences, seek information from parents via letters

- Produce termly attendance data and send AAT agreed letters to parents.
- Prepare and report on weekly, termly and yearly attendance figures to the Headteacher.
- Organise attendance rewards and prepare certificates.
- Ensure the daily registers each morning and afternoon are kept up to date, and that any unexplained gaps are followed up.
- Include attendance information in the school bulletin (weekly) and newsletters (termly).

#### **Exclusions:**

- Under the direction of the Senior Leadership team, administer all exclusion / suspension paperwork for the school and update the Local Authority.
- Produce exclusion / suspension reports, termly.

#### **Administration:**

- Undertake reception/ front of house duties when required.
- Assist with access arrangements by outside agencies and other visitors.
- To produce school correspondence and documentation as requested.
- Maintain manual and computerized records and contribute to the updating and maintenance of the school's management information systems.
- Have responsibility to produce the School Census return, three times a year to be checked by the School Business Manager and authorized by the Headteacher.
- To use the schools' information management system, Arbor, to report on absences and to create the School Census.
- Ensure pupils' Healthcare Plans are kept up to date.

#### **Resources:**

- Operate office equipment and software.

#### **Responsibilities:**

- Be aware of and comply with related policies and procedures relating to child protection; health, safety and security; confidentiality and data protection; reporting all concerns to an appropriate person.
- Be aware of and support difference and equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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**Signed by employee:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Person Specification**

Aspect	Requirement	Essential	Desirable
Qualification	GCSE grade C or above in English and Maths (or equivalent)	X	
Experience	Experience of working in an educational setting		X
	Relevant and successful experience of working in an administrative / clerical role	X	
	Ability to maintain a professional manner in challenging situations	X	
	Experience of maintaining an attendance system		X
	Experience of liaising with external agencies		X
Knowledge & understanding	Demonstrable awareness of legislation relating to school attendance	X	
	Knowledge of the SEND code of practice		X
	Knowledge of school safeguarding responsibilities and procedures		X
	To be committed to providing support of a high quality	X	
	A very good knowledge of how to support and guide pupils who have barriers to learning		X
Abilities & skills	Computer literate and able to use a range of school information management systems	X	
	Confident communicator with the ability to communicate effectively with a range of audiences	X	
	Excellent interpersonal skills	X	
	The ability to manage and prioritise workload to ensure deadlines are met	X	
	Ability to monitor and evaluate data and report clearly to a range of stakeholders	X	
	To be flexible in approach and happy to do whatever is required to ensure pupils achieve the best education and care possible	X	
	To be positive and believe in the importance of team work and a collaborative approach	X	
	To maintain good humour when under pressure	X	
	An ability to relate to and to talk with parents and students about attendance	X	
	An ability to take on advice and feedback	X	

Equality	Ability to integrate equality policies into action	X	
Safeguarding	Ability to develop an appropriate environment which ensures the safety of all users of the Academy	X	
Other requirements	Resilience, the ability to work under pressure and to meet deadlines	X	
	A commitment to AAT's vision, values and ethos	X	
	A commitment to the academies programme	X	

Aurora Academies Trust (AAT) are committed to safeguarding and promoting the welfare of its pupils and expects all employees and volunteers to share this commitment. This post is subject to an enhanced DBS check and background identity checks, and successful references.

All appointments within the Academy are subject to a one-year probationary period. This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.