



NORTHGATE
High School

Sixth Form Attendance Assistant Job Description



Job Title: Sixth Form Attendance Assistant

Responsible to: Assistant Headteacher (Head of Sixth Form)

Grade: 3

Role purpose: The post holder will ensure Sixth Form student attendance is recorded accurately and non-attendance is followed up by Assistant Heads' of Sixth Form/Pastoral Support.

Roles and Responsibilities:

Attendance

1. Receive parental messages and speak to parents, carers and guardian and about student absences and make follow up calls for outstanding absences.
2. Ensure that details of known student absences are entered into the school management system.
3. Check missing registers in the sixth form and follow up where they haven't been completed.
4. Check and ensure all class registers have been completed including Assembly registers so that any unexplained absences can be followed up as appropriate. Liaise with the Examinations Officer to ensure all students are accounted for in the exam halls.
5. Refer immediate concerns to Line Manager or Pastoral team straight away.
6. Work alongside and ensure clear lines of communication with the Assistant Heads' of Sixth Form/Pastoral Support to identify patterns, issues and safeguarding concerns regarding absence.

General Admin

1. Send school communications to parents, carers and guardians using the school messaging service.
2. Updating systems with any additional medical or health concerns and disseminate information where needed.
3. Help to ensure the efficient and effective administration in the department by maintaining records and registers.
4. Prepare weekly reports of attendance by registration group and distribute to tutors and relevant Assistant Head of Sixth Form.
5. Prepare a monthly attendance report and attend year group meeting to discuss.
6. Send out attendance letters or emails following the attendance protocol.
7. Refer students and the families of persistent non-attendees to the relevant Assistant Head of Sixth Form.
8. Ensuring the security and confidentiality of data and equipment within the department.
9. Manage your workload in line with the school priorities.

Health and Safety

- 1.** Promote and safeguard the welfare of students that you are responsible for or meet.
- 2.** Ensure that Health and Safety Regulations are complied with. Comply with school policies for example Safeguarding, data Protection and E-Safety.
- 3.** Always observe confidentiality.

Miscellaneous

The postholder will be expected to have a good knowledge of the school's policies and procedures.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and will be reviewed in a year. In the case that duties change appropriate training may be given to enable the post holder to undertake this new/varied work.

This post is for 20 hours a week (8:30am – 12:30pm) 39 weeks a year. This is term time and 5 staff training days.

October 2026