**Job Description:**         Student Attendance Officer

**Work Directed by:**                     Data/SIMS Manager

**Team Leader:**  Data/SIMS Manger

**Purpose of the Post:**                   To provide a high-quality administration service for pupil attendance and the data team and to assist with a range of administrative tasks in line with DfE and ECC guidelines re absence

**Pay Range:**                                   Scale 5

**Time Allocation****:**37 hours per week

 Monday – Thursday: 7.30 am – 3.30 pm

 Friday: 7.30 pm – 3.00 pm

**Main Duties and Responsibilities:**

**Student Attendance and Punctuality**

* Oversight of electronic registration and liaison with teaching staff to ensure systems are operational and effective. Monitoring registrations throughout the school day. Inputting paper registers as required.
* Collate Leave of Absence Reports and, once authorised by Deputy Head, respond to parents directly.
* Inputting planned absences into student attendance record in TALAXY.
* Produce termly attendance emails reporting attendance % to all parents
* To maintain a system of first day contact with absent students and to report on its effectiveness, including texting parents via Email and first-day calling to parents
* To develop an effective system that produces regular data on student absence and to liaise with pastoral staff in conjunction with the Head of Student Services and the West Essex Attendance Specialist
* Oversee meetings with students and their parents in relation to attendance concerns. Attend such meetings as/when required.
* To use electronic systems to monitor post-registration truancy
* To ensure agreed systems are in place in case of a breakdown in electronic recording of attendance
* Provide termly attendance data for Governors and when requested by Senior Leaders
* Cover for the Cover Supervisor in their absence

**Data, Reporting & Administration**

* To carry out a range of necessary administrative work that will support the smooth running of the school from an attendance perspective as directed by the Assistant Headteacher – Systems and Data
* To carry out a range of necessary data analysis and reporting work that will support the smooth running of the Data & Systems Team as directed by the Assistant Headteacher – Systems and Data.
* To complete any other duties as directed by your Line Manager or SLG