



Job Description:	Student Attendance and Reporting Officer
Work Directed by:	Data/SIMS Manager
Team Leader:	Data/SIMS Manger
Purpose of the Post:	To provide a high-quality administration service for student attendance and to assist with a range of administrative tasks in line with DfE and ECC guidelines re absence
Pay Range:	Scale 5
Time Allocation:	30 hours per week Tuesday – Friday: 7.30 am – 3.30 pm

Main Duties and Responsibilities:

- To work with others in the team in relation to student attendance allowing for maximum efficiency when dealing with any issues or challenges that arise.

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 Requests and, once authorised by Deputy Head, respond to parents directly.
- Input planned absences into student attendance record in TALAXY.
- Produce termly attendance report to all parents.
- To maintain a system of first day contact with absent students, 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 Deputy Head and the West Essex Attendance Specialist.
- Co-ordinate with Deputy Head and Heads of Year to meet 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 Deputy Headteacher.
- 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 Deputy Headteacher.
- To complete any other duties as directed by your Line Manager or SLG