



## DEVONPORT HIGH SCHOOL FOR GIRLS

### JOB DESCRIPTION

#### Student Information Officer - Attendance

<b>Post Title:</b>	Student Information Officer - Attendance
<b>Grade:</b>	Grade C, Points 5 - 7
<b>Hours:</b>	32 hours & 30 minutes per week, 39 weeks per year
<b>Responsible to:</b>	Office Manager (for Admin) / Deputy Head Teacher (for Attendance)
<b>Job Purpose:</b>	To support the administrative and teaching staff in the school by maintaining an efficient and effective data base of student information relating to Attendance in the school's SIMS system. Responsible for the production of attendance data under the guidance of senior staff.

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#### Key Accountabilities:

1. To work with other members of the school administration team to ensure that the SIMS database is up-to- date and accurate and fulfils the needs of the school census return.
2. As and when needed update the Designated Safeguarding Lead concerning the non-attendance of vulnerable students.
3. Co-ordination of the registers to ensure that attendance information is accurate, statutory attendance marks are entered, and accurate reports are provided to Form Tutors, Heads of House, and Senior Leaders as indicated in school procedures.
4. Update the SIMS database on a daily basis e.g. sickness, medicals etc
5. Liase with SLT on a weekly basis to discuss attendance and any students whose attendance is of concern.
6. Weekly update of attendance using iDASH for attendance. Share with Senior Leadership and Heads of House students whose attendance is of concern.
7. Follow Plymouth City Council (PCC) procedures regarding unauthorised absences from school.
8. Raise attendance letters on behalf of SLT lead.
9. Raise termly reports for Senior Leadership and Heads of House.
10. Provide attendance data to Designated Safeguarding Lead & Head Teacher for statutory reports for trustees.
11. Provide admin support to SENCO in relation to students who are on a reduced timetable.
12. Complete children missing education returns following Plymouth City Council (PCC) guidelines.
13. Work under the direction of the Office Manager in relation to Attendance.
14. Assist the Student Information Officer – Assessment with the production of data reports and work with the Examinations Officer when required.
15. Complete database searches, retrieve internal assessment data and provide reports as requested.
16. To support administrative and teaching staff in the effective use of the SIMS system relating to Attendance.

- 17. To provide administrative and organisational support to other staff e.g. answering telephone calls, reception duties, photocopying, filing, and ICT based tasks as required.
- 18. Operate relevant equipment and ICT packages (e.g. access to the internet, office and SIMS packages).
- 19. Administer first aid to students and staff, liaising with parents/carers, monitoring appropriate records and seeking relevant medical advice as required.
- 20. Deputise for other office team members during periods of staff absence.

**Other duties:**

- 1. Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection. Reporting all concerns to the appropriate person.
- 2. Attend and participate in relevant meetings, training and learning activities as required by the needs of the role/school and authorised by the Line Manager.
- 3. Contribute to the overall ethos, work and aims of the school.
- 4. To undertake such other duties, training, and/or hours of work as may be reasonably required and which are consistent with the general responsibility level of the job. Reasonable adjustment will be considered as required by the Disability Discrimination Act.

This job description outlines the duties required for the post and indicates the level of commitment and responsibilities expected. The list is not exhaustive and you may, from time to time, be required to undertake other duties to meet the needs of the school.

Signed:.....Date: ..... Post Holder	
Signed:.....Date: ..... Head Teacher	