

Job Description

Support Staff Posts

Attendance and Administration Officer

Job details

Salary: SCP 13

Hours: 36 hours per week, 08.30 to 16.30, term-time plus one day

Contract type: Full-time, permanent

Reporting to: Deputy headteacher

Main purpose

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

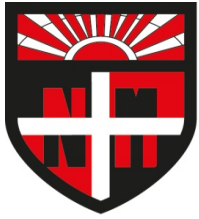
Duties and responsibilities

Administration

- › Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- › Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- › Manage attendance returns for the school census
- › Manage the process of issuing penalty notices to parents
- › Maintain accurate records of communications with parents/carers and relevant interventions
- › Build and refresh knowledge of the school's MIS and other relevant systems
- › To assist with administration for the pastoral team and school admin school if required.

Monitoring and reporting

- › Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- › Track attendance of vulnerable groups of pupils and share information with school leaders
- › Identify pupils that need additional support to improve their attendance



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- › Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- › Lead daily or weekly check-ins to review progress and the impact of support/interventions
- › Work with school leaders to develop and revise the school's attendance policy
- › Working with EWO to implement children missing education (CME) procedures when appropriate
- › Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- › To produce a termly attendance newsletter for parents, students and other stakeholders

Working with parents/carers

- › Liaising with key staff to coordinate meetings with pupils and parents/carers to implement interventions and track progress
- › Build positive relations with parents/carers to encourage family involvement in their child's attendance
- › Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- › Carry out home visits, where necessary, to address attendance concerns for individual pupils

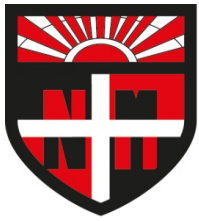
Professional development

- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- › Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school

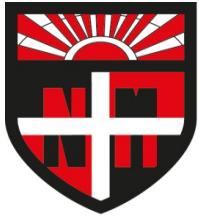


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Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade C in English and Maths
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience identifying interventions to raise attendance of pupils• Experience working directly with pupils and parents• Experience working collaboratively with colleagues• Experience analysing data and producing reports and identifying key insights
Skills and knowledge	<ul style="list-style-type: none">• Good listening skills• Effective written and verbal communication skills• Knowledge of the possible interventions to raise attendance• Knowledge of the potential barriers to high attendance that pupils may face• Ability to tailor interventions to individual pupils• Ability to use IT systems and to conduct analysis and produce reports• Good knowledge of Excel• Ability to create good relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none">• Willingness to provide the best possible opportunities for all pupils• Organised, proactive and self-motivated• Good time management skills• Commitment to upholding and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Ability to maintain confidentiality at all times• Committed to safeguarding, equality, diversity and inclusion



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