

Community Academies Trust

Job Description Attendance Officer	
Job Title:	Attendance Officer
Grade and Salary:	Salary: NJC Scale 3
Hours and Weeks	37 hours, (Term Time + 1 wk)
Responsible To:	Senior Admin
Responsible For:	N/A

1. Scope

Under the guidance of senior staff: be responsible for undertaking attendance processes within the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Community Academies Trust in relation to the post holder's professional responsibilities and duties.

2. Main Duties and Responsibilities

This list is non exhaustive but gives general guidance about duties and responsibilities.	
<ul style="list-style-type: none"> • Daily attendance phone calls/texts to parents • Liaise with EWO and complete supportive administration processes including issuing of penalty notices and other correspondence, booking attendance meetings, referring cases to Attendance Support Team and producing court statements • Complete Attendance Review Meetings with Heads of House and Deputy Head Relationships every two weeks about Attendance Meetings and possible penalty notices • Ensure that teachers maintain accurate registration records • Ensure that policies around attendance are kept up to date and in line with government guidelines • Support stakeholders with attendance matters including producing reports for key stakeholders • Ensure that appropriate attendance correspondence is maintained • Support the school in keeping attendance figures in line with development plan targets. 	Main Duties and Responsibilities
<ul style="list-style-type: none"> • Reception • General filing, copying, typing • Post and franking • Medical administration support 	Additional Duties (These may be completed if directed to do so by Head's PA)

Community Academies Trust

Organisation

- Collate accurate attendance data/information
- Contribute to the planning, development and organisation of attendance systems/procedures/policies
- Organise attendance meetings

Administration

- Operate manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit forms, returns etc, including those to outside agencies e.g. DfES
- Support senior staff with general admin tasks as and when required

Resources

- Operate relevant equipment/ICT packages
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Community Academies Trust

Person Specification

Post Title: Attendance Officer

Criteria	Standard
Experience	<ul style="list-style-type: none">▪ General clerical/administrative work▪ Some experience of operation of administrative systems
Qualifications	<ul style="list-style-type: none">• NVQ 2 or equivalent qualification or experience in relevant discipline• Very good numeracy/literacy skills
Knowledge/Skills	<p>Working under instruction/guidance</p> <ul style="list-style-type: none">• some skilled work e.g. WP/ secretarial• routine financial administration• regular interface with public• specific curriculum/dept. support• record keeping/production data/information• Effective use of ICT and other specialist equipment/resources• Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation• Some ICT skills• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
Personal style and behaviours	<ul style="list-style-type: none">• Develops good relationships with others by behaving with integrity, treating people with respect and leading by example

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are a no smoking site.