WEATHERHEAD HIGH SCHOOL

ATTENDANCE OFFICER

NJC point 4-5 salary £16,734 per annum, 36 hours per week, 41 working weeks. 8.00-4.15 pm.

Responsible to: Attendance Manager

Summary of responsibilities:

1. To manage, oversee and monitor Truancy Call for all year groups, 7 to 11.
2. To manage and oversee all other telephone contacts with parents: first day absence, follow up absence calls and unauthorised absence.
3. To respond to telephone messages within the same working day.
4. To manage 'lates', collating daily lists for Form Tutors and Year Leaders and inform relevant members of staff when further follow up is needed. Working with Site Supervisors, ensure students attend detention sessions.
5. To ensure accuracy of attendance data and to update codes daily and as appropriate.
6. To enter IRIS behaviour rewards for 100% attendance on a weekly basis.
7. To manage day to day collation and overview of tutor register wallets.
8. To ensure that unauthorised absences are followed up and re-coded within five days with support from Year Leader and Form Tutors.
9. To produce data as requested by Student Services Team and Senior Leadership Team.
10. To utilise Site Supervisors to check on attendance issues during the school day.
11. To produce, distribute, collect and collate registers for fire drills.
12. To manage and update attendance notice boards weekly.
13. To distribute daily attendance figures to Year Leaders, Directors of Key Stage 3 and 4 and Deputy Headteacher.
14. To distribute weekly attendance figures to Year Leaders, Directors of Key Stage 3 and 4 and Deputy Headteacher.
15. To compile the weekly SLT attendance report and check accuracy.
16. To produce weekly attendance slide for staff briefing.
17. To produce termly attendance stickers for Years 7 to 11.
18. To prepare data for the Deputy Headteacher's termly attendance report.
19. To prepare attendance data for weekly Year 11 Fun Friday initiative, working with the Assistant Headteacher, Director of KS4.
20. To undertake First aid duties, as required on a rota arrangement.
21. To liaise with Deputy Headteacher to raise concerns and issues with regard to systems and procedures.
22. To be proactive in understanding and acting on all school policies in relation to safeguarding of children and young people and adults who work with them. Report safeguarding concerns to Deputy Headteacher/Safeguarding Officer.
23. To support the Business Manager during periods of school closure with administrative tasks, including covering Reception as and when required.
24. To undertake any other duties appropriate to the grading of the post as required by the Headteacher.