

**JOB DESCRIPTION**

<b>POST:</b>	<b>ATTENDANCE OFFICER</b>
<b>SALARY:</b>	<b>£22,161 WITHIN THE RANGE £22,161 TO £23,698 (NJC POINTS 7 - 11)</b>
<b>CONTRACTED HOURS:</b>	<b>FULL TIME, 36 HOURS PER WEEK, 41 WORKING WEEKS, MONDAY – FRIDAY 8.00 am – 4.15 pm (4.00 pm Friday)</b>
<b>REPORT TO:</b>	<b>ASSISTANT HEADTEACHER, ATTENDANCE, SAFEGUARDING &amp; WELFARE</b>

**Job Description:**

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 the Site Supervisor 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 and the Assistant Headteacher, Attendance, Safeguarding and Welfare
14. To distribute weekly attendance figures to Year Leaders and Assistant Headteacher, Attendance, Safeguarding and Welfare
15. To produce the weekly attendance slide for staff briefing.
16. To produce termly attendance stickers for Years 7 to 11.
17. To prepare attendance data for any weekly Year 11 initiatives, working with the Assistant Headteacher, Attendance, Safeguarding and Welfare
18. To undertake First aid duties, as required on a rota arrangement.

19. To liaise with Assistant Headteachers to raise concerns and issues with regard to systems and procedures.
20. 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 Assistant Headteacher/Safeguarding Officer.
21. To support the Business Manager during periods of school closure with administrative tasks, including covering Reception as and when required.
22. To complete holiday request paperwork ensuring the correct letters are issued to parents/carers outlining whether authorised or unauthorised.
23. To take responsibility for sharing information with SLT on a weekly and daily basis.
24. Liaising with the Local Authority and any other service, as appropriate, to support the Attendance Manager in data analysis.
25. To work closely with the Assistant Headteacher in relation to the management of attendance, liaising with colleagues to ensure that excellent attendance is maintained.
26. To support the smooth running of the Student Services Office, including the effective maintenance of communication channels for staff, students and parents.
27. To undertake any other duties appropriate to the grading of the post as required by the Headteacher.

### **Support for The School**

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the school.

*This post is subject to the satisfactory completion of a six-month probationary period*