

Position: - Attendance Officer

Job Title:	Attendance Officer
Hours:	Full Time
Contract Type:	Permanent/Temporary
Salary:	Up to £30,000 depending on qualification and experience
Responsible to:	Office Manager/School Business Manager/Headteacher

Job Description:

We are looking to employ an Attendance Officer who will work with the Line Manager, other school staff, parents, pupils and outside agencies to ensure the positive attendance of pupils across the school.

General Main Duties and Responsibilities:

- Input attendance data
- Investigate any missing data
- Maintain accurate attendance records, including any unexplained lesson absences.
- Ensure the electronic registration system is updated daily
- Investigate any missing data with class teachers.
- Record student absences and late arrivals
- Maintain accurate attendance records.
- Make initial enquiries with parents/carers regarding unexplained absences/lateness - including first day calling.
- Monitor the attendance of students referring concerns to the pastoral leaders.
- Promote good attendance within the school.
- Process and action student holiday requests.
- Issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- Assist the assistant Headteacher with the administration of referrals to the education welfare service/issuing of penalty notices.
- Undertake routine liaison with external agencies regarding attendance - eg ewo/attendance services.
- Collate attendance data producing routine reports and prepare statistical returns regarding attendance and submit to reporting bodies where appropriate.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Represent the school at regular attendance officers meetings.
- Responsible for identifying attendance issues and patterns of absence/late arrivals.
- Contact with parents over all aspects of attendance including written correspondence when required.
- Produce attendance reports for line manager on a weekly basis and other individual reports when requested.
- Liaise with external agencies over persistent absence or other attendance issues.
- Attend meetings with external agencies and parents as required.
- Complete administration task as directed by the line manager.
- Undertake any other duties as required, commensurate with the post.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to equal opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.

Attendance Officer – Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • A*-C GCSE or equivalent in English and Mathematics • Experience working with children and young people 	<ul style="list-style-type: none"> • At least one year's related experience of work within a school attendance related service.
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Excellent interpersonal and organisational skills • Attention to detail and a good level of numeracy • Strong ICT skills, including the use of spreadsheets • Knowledge and understanding of school policies and procedures • A knowledge of Google apps • Knowledge and training in First Aid at work. • Willingness to undertake appropriate training and professional development • Experience of office administration • Experience of working in a school • Experience of working with young people • Working with children, young people, parents and families preferably within an educational context. • Work as part of a team, as well as on your own initiative. • Working with professionals from other agencies and in multi agency context. • Using IT systems to compile reports as well as analysing statistical data for monitoring purposes. • School systems and an understanding of the issues affecting truancy and non-school attendance. • Demonstrate an understanding of issues linked to confidentiality • Demonstrate an understanding of issues that may affect a student's ability to attend school. • The ability to communicate effectively both orally and in writing especially with students', parents, school staff, EWS, social workers and other professionals. • Able to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups. • Be able to persuade and negotiate as well as good interpersonal / communication skills. 	<ul style="list-style-type: none"> • Knowledge of Schools Information Management System • Demonstrate knowledge of attendance regulations

	<ul style="list-style-type: none"> • Able to use own initiative and work alone when necessary. • Ability to overcome communication barriers with children and students. • Ability to listen effectively. • Ability to maintain accurate and up to date records. • Ability to meet tight deadlines and plan and manage own time effectively. • Demonstrate an ability to cope with stressful / conflict situations 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	
Personal Qualities:	<ul style="list-style-type: none"> • Strong work ethic and capacity for hard work • Ability to relate well to colleagues, students, parents and members of the public • A professional manner • Ability to work well as part of a team • Flexibility in approach to completion of work • Ability to prioritise work under pressure and remain organised • Ability to work under pressure and meet strict deadlines • Generosity of spirit and a sense of humour • Willingness to contribute to extra-curricular activities • Knowledge of and genuine interest in educational issues and how they apply to this school 	

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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