



JOB DESCRIPTION

Name: Attendance Officer
Department: Administration
Date of Appointment:
Job purpose: To administer the electronic registration and first day response.
Responsible to: Assistant Headteacher Pastoral
Time/Hours: 37 hours per week – term time only

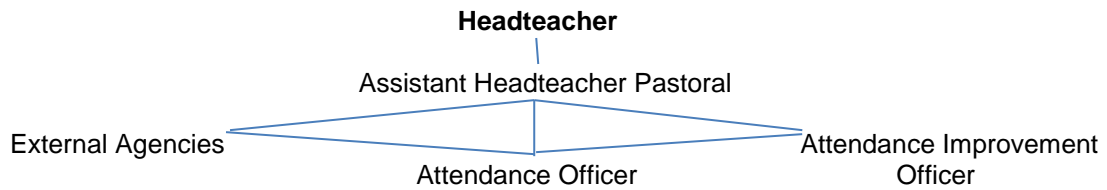
Principal Accountabilities:

- To work with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Attendance Improvement Officer and parents/carers.

Main tasks

- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To follow School Policy of 'first day contact' within the school.
- To check and remind any necessary staff to complete registers.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation.
- To input timely information i.e. exams, music trips, sporting events, work based learning appointments, absence reports etc and to keep Learning Coordinators and staff updated.
- To check accuracy and correct coding on registers before printing off official registers and filing away on a termly basis.
- To follow Attendance policy and send out letters as required.
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- To produce and interpret information relating to attendance patterns.
- To provide updates for staff on student attendance.
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEN department.
- To contact all absent students on a daily basis in line with the school's Attendance policy.
- To assist with the identification of students who will receive support in improving their attendance record.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To work with a regular group of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
- To collate, maintain and update attendance data.
- To produce termly reports for Attendance Improvement Officer and copy to the relevant Assistant Headteacher.
- To undertake home and school visits as designated by the school/Attendance Improvement Officer
- To work alongside relevant staff, contact teachers, senior management, learning support assistants, Attendance Improvement Officer, Connexions to exchange information and determine appropriate levels of intervention.
- To work with students and families identified by the school and AIO
- To liaise with the designated colleagues for child protection
- Attend SIMS training as appropriate
- Any other administrative task as requested by the Assistant Headteacher Pastoral
- Monitor attendance of students in alternative provision
- Liaise with alternative provision providers ensuring regular monitoring of T&L, curriculum and safeguarding procedures

Organisation chart



Supervision

The post holder will report to the Assistant Headteacher Pastoral but will also liaise with the Assistant Headteacher (Pastoral), the Student Welfare Officers, Attendance Improvement Officer and Heads of Year. Direct supervision is minimal and the postholder will liaise with the Assistant Headteacher Pastoral for allocation of workload and priorities using his/her own initiative and knowledge of the work. Meetings with staff are on an ad hoc basis.

Job Context

Administer the process of electronic attendance.

Contacts

There is daily liaison with the Assistant Headteacher Pastoral and regular communication with other members of staff involved in attendance. The nature of the work brings the postholder into direct contact with many individuals and organisations, including staff, parents, students and the public.

Knowledge, Experience, Training

Pass grades at GCSE or equivalent level to include English and Maths
Confident in the use of IT, including Microsoft Word, Excel, email and database systems.
An understanding of the education world particularly in relation to schools.
The ability to work under pressure with little supervision.
Sound organisational skills

Hertfordshire County Council is an Equal Opportunity Employer to integrate into all areas of job accountability the actions and behaviours required to actively implement the County Council's Equal Opportunities Policy "Putting People First"