

Alt Bridge School

Job Description - Attendance Officer

Grade

Scale F Point 12– 17

Main purpose of the role

- **To manage the day to day administration of attendance procedures**
- **To work with Pupils, Parents/carers, staff and external agencies to improve pupil attendance**
- **To support senior leaders by providing a range of data management functions to enhance teaching and learning**

Core responsibilities and tasks

1. To be responsible for the administration of student attendance within SIMS.
2. To work closely with form tutors, Heads of Year, Learning Mentors and outside agencies to analyse data and compile and present reports on student attendance
3. To promote and celebrate good attendance and the raising of standards and to develop practice that improves attendance across the school.
4. To obtain explanations for unexplained student absences in conjunction with tutors, Heads of Year and parents/carers.
5. To communicate with parents/ carers via home visits , letters, texts, email and telephone to support improved pupil attendance
6. To identify pupils for referral to the EWS and prepare information and reports as necessary for legal action.
7. To analyse attendance information and data and work with pupils and their families , where there is poor attendance or risk of developing poor attendance
8. To complete the DFE annual attendance returns, providing accurate information for the school census and school audit.
9. To ensure that attendance data is accurately maintained, providing clear information as required to appropriate senior colleagues, Governors, Heads of Year and the Local Authority.
10. To provide support in the main reception as and when required handling complex reception and visitor enquiries.
11. To provide/organise administrative and organisational support for the school and Leadership Team when required .

Knowledge, skills and experience

- Experience working with young people to improve attendance/behaviour /attainment
- Working at or towards national occupational standards [NOS] for supporting teaching and learning and knowledge/skills equivalent to current learning development – or equivalent
- Knowledge and skills in using bespoke software, data security, analysis and reporting
- Experience of data security and protection procedures
- Supervisory skills

The post holder is also expected to

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To engage actively in the performance review process.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher and/or Governing Body to reflect or anticipate changes in the job commensurate with the grade and job title.

The school is committed to safeguarding and promoting the welfare of children and young people and therefore the appointed person will be expected to support the life of the school. Appointment for this post is subject to an enhanced DBS disclosure and references will be sought for shortlisted candidates in advance of an interview

