

## Ashlyns School: Role Description Support Staff

Title of Post	<b>Attendance Officer</b>
Grade (including allowances)	H4-H5 + Fringe Allowance
Reporting to	Deputy Headteacher
Date	October 2022
Time/Hours	37 hours per week, term time plus 1 week

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees. This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed every 3 years or sooner if required.

### Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff, contractors and suppliers and other visitors
- To contribute actively to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

### Purpose of Post

- To ensure all students are registered, accounted for and attending school in accordance with the School's Attendance Policy

### Duties Specific to the Post Holder

- Ensure all students are registered electronically (lates, am/pm registration and all lessons)
- Produce daily absence lists: one copy for the Fire Register; circulate to relevant staff
- Ensure that parents of absent students (without notice) receive contact in order to confirm reasons for absence
- Make phone calls to parents where necessary to discuss daily attendance concerns and to build positive relationships
- Update the school's MIS with absence codes, reasons for absence, students out on visits/fixtures etc. and run reports with regards to this to ensure quality assurance
- Monitor registers throughout the day to ensure their accurate completion

- Check attendance of students attending alternative provision
- Run weekly reports showing up to date attendance data for the whole school and student groups for action by Heads of Year
- Issue letters regarding poor attendance and apply for Fixed Penalty Notices if required
- Meet with the Heads of Year and external agencies to discuss students who are Persistently Absent (PA) and agree a plan of action; providing necessary data for these meetings;
- Produce attendance and PA figure reports for the Heads of Year and Senior Leadership Team
- Produce relevant information for tutors to raise the profile of attendance
- Delete students from roll, as required, and complete paperwork for submission to County
- Assist the SLT line manager in the production of accurate DfES returns for attendance under normal school census requirements and legislation
- Ensure that paperwork and tracking is completed and submitted to county in the event a student needs a part-time timetable
- Provide attendance statistics as required by the LA
- Undertake other administrative tasks under the reasonable direction of the SLT line manager as are commensurate with the grade of the post
- To play a key role in fire drill procedures in order to ensure that accurate live attendance is achieved

	Essential	Desirable
<b>Qualifications</b>		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Excellent ICT skills - proficient use of spreadsheets, word processing, database and presentation packages	X	
<b>Experience</b>		
4. Experience of running effective administrative and clerical systems	X	
5. Experience of a senior administrative role		X
6. Experience of using School Information Management System (SIMs)		X
7. Working in a similar level role with children, young people, parents and families preferably within an education context		X
8. Working as a part of a team, as well as on your own initiative		X
9. Working with professionals from other agencies and in a multi-agency context	X X	
<b>Knowledge</b>		
10. Knowledge of school systems and procedures, including an understanding of the attendance policy		X
11. Demonstrate an understanding of issues linked to confidentiality		X
<b>Skills</b>		
12. Ability to communicate effectively both orally and in writing	X	
13. Ability to prioritise and meet deadlines	X	
14. Ability to use IT systems effectively to produce reports and record information	X	
15. Demonstrate an ability to cope with stressful/conflict situations	X	
16. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
17. The flexibility to adapt to changing workload demands and new school challenges	X	
18. Personal commitment to continuous self-development	X	
<b>Personal Qualities</b>		

19. Good role model	X	
20. Strong interpersonal skills	X	
21. Energetic, creative and self-motivated	X	
22. Co-operative, flexible and responsible	X	
23. Able to prioritise and work under own initiative	X	
24. Reliable, well organised and committed to high standards	X	
25. Accurate with a good eye for detail	X	
26. Able to maintain confidentiality	X	
27. Integrity	X	