

Attendance Administrator Job Description

JOB TITLE: Attendance Officer

SALARY: Grade 6

RESPONSIBLE TO: Assistant Headteacher

MAIN PURPOSE OF THE ROLE

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence.

DUTIES AND RESPONSIBILITIES

Administration

- Ensure daily attendance registers are completed and accurate
- Follow up with staff members about any incomplete data
- Record reasons for absence or lateness given by parents/carers
- Follow up on any unexplained absences with parents/carers
- Report any escalating issues to the Child and Family Support Worker and Assistant Headteacher
- Maintain accurate records of communications with parents/carers

Monitoring and reporting

- Produce daily absence reports for school leaders using the schools MIS system, reporting on the absence of any vulnerable pupils
- Communicate weekly attendance data for each class to leaders and teachers

Working with parents/carers

- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Communicate with parents by phone, email and letter regarding their child's attendance and any emerging concerns
- Coordinate meetings between parents/carers and the Child and Family Support Worker or school leaders
- Produce a termly attendance newsletter for parents and carers and prepare attendance data for fortnightly newsletters

Professional development

- Take part in the school's appraisal procedures
- Attend any relevant training

OTHER AREAS OF RESPONSIBILITY

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade C in English and maths
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience working directly with pupils and parents• Experience working collaboratively with colleagues• Experience analysing data and producing reports and identifying key insights
Skills and knowledge	<ul style="list-style-type: none">• Good listening skills• Effective written and verbal communication skills• Ability to use IT systems and to conduct analysis and produce reports• Ability to create good relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none">• Willingness to provide the best possible opportunities for all pupils• Organised, proactive and self-motivated• Good time management skills• Commitment to upholding and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Ability to maintain confidentiality at all times• Committed to safeguarding, equality, diversity and inclusion

This job description may be amended at any time in consultation with the postholder.