

Key Responsibilities

Attendance Management and Monitoring

- Take responsibility for the **daily management of attendance processes**, ensuring all registers are completed accurately and within required timescales
- Monitor attendance data daily, identifying:
 - Unexplained absences
 - Patterns of absence
 - Persistent absence (PA) concerns
 - Punctuality issues
- Conduct **first-day absence calls** for all pupils with unexplained absence
- Maintain accurate and up-to-date attendance records using the school's Management Information System (MIS- Arbor)
- Ensure attendance coding is compliant with DfE guidance and school policy
- Produce weekly, half-termly and termly attendance reports for senior leaders
- Highlight concerns promptly and escalate where required

Attendance Intervention and Family Engagement

- Build strong, professional relationships with parents/carers to promote good attendance
- Communicate clearly and consistently the importance of attendance and punctuality
- Contact families where attendance concerns arise and provide appropriate support and challenge
- Support and attend attendance meetings with parents/carers
- Contribute to action planning for pupils at risk of persistent absence
- Work with families to address barriers to attendance
- Ensure communication is aligned with the school's inclusive and respectful ethos

Safeguarding Responsibilities

- Act as a **key safeguarding link in relation to pupil attendance**
- Follow up all unexplained absences on the first day in line with safeguarding procedures
- Immediately report any concerns regarding pupil safety or patterns of absence to the DSL
- Maintain clear, accurate and confidential safeguarding records
- Be vigilant to signs of vulnerability, including:
 - Children missing education (CME)
 - Safeguarding concerns linked to absence
- Support home visits where appropriate, under the direction of senior leaders

- Ensure all actions are compliant with **Keeping Children Safe in Education**
- Recognise attendance as a **critical safeguarding indicator**

Working Collaboratively and Statutory Responsibilities

- Work closely with the **Local Authority Attendance Service**
- Liaise with external professionals
- Contribute to and attend **multi-agency meetings**
- Ensure a coordinated, **child-centred approach** to attendance concerns
- Support preparation of documentation for:
 - Referrals
 - Statutory interventions
- Keep fully up to date with **DfE statutory guidance** relating to attendance and safeguarding
- Ensure all practice is lawful, consistent and in line with national guidance and local expectations

Supporting Vulnerable Pupils and Inclusion

- Monitor attendance of key groups: Disadvantaged, SEND and pupils with safeguarding needs
- Work collaboratively with staff to remove barriers to attendance
- Promote equality of opportunity for all pupils
- Contribute to a culture where pupils:
 - Feel safe
 - Feel valued
 - Want to attend school

Administrative and Office Support Responsibilities

- Provide high-quality **administrative support within the school office**
- Act as part of the **front-of-house team**, including:
 - Answering telephone calls professionally
 - Responding to enquiries
 - Greeting and signing in visitors safely
- Maintain accurate pupil records and data systems
- Support admissions processes
- Assist with school communications:
- Support organisation of trips, events and school activities
- Maintain organised filing systems
- Provide cover for office colleagues as required
- Ensure all admin work is completed with:
 - Accuracy
 - Efficiency
 - Confidentiality

Contribution to School Ethos and Culture

- Promote the values of **Belief, Pride and Success**
- Support a culture where **attendance is prioritised**
- Contribute to attendance initiatives and rewards

- Model high expectations and professionalism
- Work collaboratively with all staff

Additional Responsibilities

- Attend relevant CPD and training
- Participate in team meetings
- Undertake duties appropriate to the grade as directed