

Attendance Officer

Job Description

Normal place of work: Hazel Wood High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: The post is 37 hours per week, term time plus 5 additional days to be worked during school closure.

PURPOSE OF THE POST

- To implement and support the school's attendance strategy and improve attendance and punctuality.
- To work alongside key staff in school to promote outstanding attendance and reduce levels of absence, including persistent absenteeism.
- To assist in the admission and transfer of pupils including maintenance of accurate records and general office support.
- To assist in the monitoring of attendance for students educated off site in alternative educational settings or who are placed at partnership schools.
- To assist in the provision of a full range of administration duties and support the work of the Admin Team when required.

DUTIES AND RESPONSIBILITIES

Attendance and Punctuality

- To manage data systems of tracking, monitoring and analysing attendance trends and punctuality data to ensure that good attendance is achieved and sustained.
- To produce daily, weekly and half term attendance / lateness / punctuality reports and supply evidence for internal and external use regarding attendance and punctuality.
- To administer holiday requests.
- To have skilled use of Arbor, Excel, Microsoft Word and other IT packages, relevant to the role, to produce detailed reports, with key student cohorts identified.
- To ensure all information and data relating to student attendance and punctuality is accurately recorded, analysed and acted upon in an appropriate and timely manner in collaboration with the Directors of Key Stage 3 and 4, Pastoral Managers and Deputy Headteacher.

- To support the organisation of a daily check on children at risk and share this information effectively.
- To be part of the 'Code Yellow' response team for a student missing in school, who is at risk.
- To attend meetings in relation to attendance and punctuality at school or alternative locations.
- To support home visits, where appropriate, in relation to attendance issues.
- Provide advice and support to students returning to school after a long period of absence in liaison with other relevant parties.
- To participate in staff training regarding attendance and punctuality / behaviour procedures and initiatives where appropriate.
- To support the provision of regular updates and reports on student attendance and punctuality with targets and strategies for improvement supplied to the Headteacher, SLT, pastoral leads and teachers.
- To communicate effectively with both parents and students by letter, email, in person and by telephone.
- To build positive relationships with both students and parents to boost attendance and punctuality.
- To coordinate the school systems for managing students who are late; monitor lateness each morning, actively engaging students and families as they arrive late to school and liaising with Assistant Headteachers / Directors of KS3 and KS4 / Pastoral Year Leaders to ensure patterns are identified and improvements made.
- Ensure lateness systems are managed effectively.
- To be responsible for the Arbor Attendance System – monitoring and identifying truancy and absence to identify trends, sharing information with relevant staff and to intervene appropriately.
- To set student targets and prepare Pastoral Support Plans for students whose attendance is a concern and below 90% to promote improvement.
- To organise Attendance Clinics each half term for students of concern in liaison with Attendance Tracking Team (Assistant Headteachers / Directors of KS3 and KS4 / Pastoral Year Leaders).
- To monitor absence, particularly around holidays and extended periods of absence without permission from the Headteacher and issue notice to improve letters, or fines where appropriate.
- To actively pursue school attendance targets and be aware of the latest strategies in attendance, liaise with other Attendance Officers/ attend network and training opportunities as appropriate.

ADMINISTRATION

- To support the provision of general clerical support as necessary including photocopying, faxing, filing, scanning, emailing and responding to routine enquiries.

- To provide cover for other administrative colleagues when required.
- To maintain at all times the utmost confidentiality with regards to all reports, records, personal data and other information of a sensitive nature.

OTHER RESPONSIBILITIES

- To work flexibly to meet the changing needs of the Partnership.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the Education Welfare Officer.
- Follow school ethos and values of respect, responsibility and aspiration.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.

Attendance Officer Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
- GCSE Maths and English at Grades C / 4 or above (or equivalent). - Previous experience of working in a school environment, dealing with members of the public.		- Experience of working in a school attendance or equivalent role. - Experience of providing pastoral support to young people that has a demonstrable impact of improving outcomes.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE
- Ability to communicate effectively with staff, students, parents and carers. - Ability to communicate verbally and in writing effectively and confidentially with persons at all levels. - Ability to deliver a high standard of customer service. - Ability to deal with situations under pressure in a tactful, calm and confident manner. - Possesses good numeracy and literacy skills. - Ability to work collaboratively and independently. - Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines. - Demonstrate the ability to operate various software packages i.e. Microsoft Word and Excel.		- Effective presentation skills suitable for a range of audiences. - An understanding of current educational issues and initiatives particularly with regard to attendance.
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. - Self-motivation and personal drive to complete tasks to the required timescales and quality standards. - The flexibility to adapt to changing workloads demands and new school challenges.		