

Job Description

School	The Derby High School
Job Title	Attendance Officer
Grade	D6 – D11
Primary Purpose	To lead the school's attendance service, working with pupils, families, staff and external agencies to improve attendance and reduce persistent absence. To use attendance data effectively to identify concerns, inform interventions and ensure the school meets its attendance responsibilities and targets.
Responsible to	Headteacher Assistant Headteacher – Behaviour and Attitudes Deputy Headteacher – Student Development
Principal Responsibilities	• Lead the day-to-day monitoring and management of pupil attendance and punctuality. • Work with pupils, families and colleagues to identify barriers to attendance and support improvement. • Act as the school's key point of contact for attendance, liaising with external agencies and the Local Authority where required. • Analyse attendance data to identify concerns, inform interventions and monitor their impact. • Maintain accurate attendance records and support the school in meeting its attendance responsibilities. • Promote the safeguarding and welfare of pupils through effective attendance monitoring and appropriate action.
Working Pattern	The normal working pattern is 8.30am–4.30pm on four days and 8.30am–4.00pm on one day, with a 30-minute unpaid lunch break each day. Occasional attendance at evening events, including Open Evening, Presentation Evening and Parents' Evenings, will be required.

Key Responsibilities

Attendance & Punctuality	
1	Be responsible for the daily monitoring of pupil attendance and take appropriate action where required.
2	Act as a key point of contact for pupils, parents/carers and agencies regarding attendance and punctuality, building positive relationships to support improved attendance.

3	Liaise with external agencies regarding the attendance of pupils who are accessing alternative provision.
4	Conduct punctuality checks and issue detentions to latecomers, including recording information on Bromcom, creating detention registers and informing relevant staff.
5	Work proactively with pupils, families and colleagues to address attendance and punctuality concerns, including contacting home, conducting meetings and home visits where appropriate, and following up absence and internal truancy.
6	Act as the key link for pupils regarding attendance in school and oversee pupils signing in and out of the building.
7	Support pupils who become unwell during the school day and, where appropriate, encourage them to remain in school.
8	Manage and maintain changes to register codes throughout the school day.

Attendance Intervention & Pupil Support

1	Record and analyse attendance interventions and evaluate their impact on attendance and punctuality.
2	Identify and refer appropriate attendance cases to the relevant services and manage and prepare paperwork for court proceedings where required.
3	Maintain the school's fortnightly attendance lottery.
4	Liaise with teaching staff, SENDCo, Heads of Year and families to produce reintegration timetables where appropriate.
5	Oversee the implementation of agreed protocols for pupils on part-time or reduced timetables and coordinate reintegration following extended periods of absence.
6	Work positively and professionally with pupils and families to identify barriers to attendance and support improved engagement with school.

Attendance Data, Records & Reporting

1	Be responsible for reporting pupils joining and leaving the school roll to the Local Authority, producing statistics as required and ensuring Common Transfer Files (CTFs) are sent.
2	Record and report Children Missing Education (CME) and Elective Home Education (EHE) pupils to the Local Authority as required.
3	Communicate register inaccuracies to nominated senior staff and ensure attendance information is accurately maintained throughout the school year.
4	Produce and analyse whole-school attendance data and reports on a weekly, termly and annual basis, including analysis by form, year group, individual pupils and identified groups, with comparisons to previous years where appropriate.
5	Provide attendance information, reports and data to Heads of Year, the Senior Leadership Team and other colleagues as required.

6	Develop and maintain effective attendance reporting systems using Bromcom and other school data systems, including the creation and management of appropriate groups and registers.
7	Maintain accurate, confidential and appropriately organised records relating to attendance.
Admissions, Exclusions & School Administration	
1	Conduct admissions meetings and coordinate the admission and start of new pupils, liaising with other schools, agencies and IYFAP as appropriate.
2	Maintain accurate exclusion records and information, including updating Bromcom, checking returns and producing half-termly and annual statistics.
3	Oversee and coordinate holiday authorisation and child filming requests.
4	Undertake administrative processes relating to attendance detentions.
5	Attend Parents' Evenings, Open Evenings and other relevant school events as required.
Support for School & Procedures	
1	In the event of a fire alarm, ensure that all registers are completed and pupils are accounted for.
2	In the event of a lockdown, take responsibility for activating the school's sirens and sending appropriate messages to staff and parents/carers.
3	Comply with all relevant school and Trust policies and procedures, including safeguarding, child protection, health and safety, confidentiality and data protection.
4	Work collaboratively with colleagues and other professionals and contribute positively to the ethos, aims and continuous improvement of the school.
5	Attend relevant meetings, training and professional development activities as required.
6	Be responsible for and committed to safeguarding and promoting the welfare of children and young people and ensuring they are protected from harm.
7	Undertake any other duties commensurate with the grade and responsibilities of the post.

This appointment is subject to the current conditions of employment of support staff contained in the Support Staff Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school's articles of government. This job description may be amended at any time following discussions between the Headteacher and the member of staff and will be reviewed annually.

Person Specification

Criteria	Qualities	E/D
Qualifications	GCSE Grade C/4 or above in English and Maths, or equivalent	Essential
	First Aid qualification	Desirable
	Additional qualifications relevant to working with children	Desirable
Experience & Knowledge	Experience of working in a role with young people	Desirable
	Experience of working within a school or 11-16 educational setting	Desirable
	Experience of working with young people and families to support improvements in attendance and punctuality	Desirable
	Experience of working with external agencies supporting children and young people	Desirable
	Experience of using attendance tracking or school management information systems, including Bromcom	Desirable
	Good ICT knowledge and competence, including Microsoft Word and Excel	Essential
	Understanding of the importance of safeguarding and the ability to follow school policies and procedures	Essential
Skills & Personal Attributes	Excellent verbal and written communication and interpersonal skills, with the ability to build effective professional relationships with pupils, families, colleagues and external stakeholders	Essential
	Highly organised, with excellent time-management skills and the ability to prioritise, meet deadlines and maintain accurate records	Essential
	Ability to work effectively on own initiative and as part of a team, supporting and leading others where appropriate	Essential
	Resilient, calm and solution-focused, with the ability to work effectively under pressure and handle challenging or sensitive situations with tact and empathy	Essential
	Proactive, flexible and adaptable, with the ability to anticipate needs and respond effectively to changing priorities	Essential
	Ability to follow instructions, policies and procedures, exercising appropriate professional judgement	Essential
	A genuine commitment to working with young people, including vulnerable pupils, with high expectations and a belief that all pupils can succeed	Essential

	Commitment to equality of opportunity, safeguarding and promoting the welfare of children and young people	Essential
	A positive and professional approach, with high standards of integrity and a commitment to continuous improvement and professional development.	Essential
	Driving licence and ability to travel locally, with appropriate business insurance	Essential
	Flexibility with working hours where required	Essential

This Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Services.

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