

## Job Description

**Post Title:** Attendance Officer

**Contract:** Permanent, Term-Time Only

**Line Manager:** Headteacher

**Pay Range/Grade:** Band 5/6, SCP4-11

**Location:** Park Aspire AP Academy

**Hours of Work:** 37 hours per week

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**Purpose of the Role:** To assist in the provision of high quality professional, flexible, proficient attendance management of pupils and staff within school.

Taking a role in attendance management and support services, the post holder will be responsible for ensuring a high level of attendance and punctuality is followed by all pupils and staff members. This will involve the use of attendance management systems, data analysis and following policy and procedure as required by the school.

Responsible to the Headteacher from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work.

To provide prompt and effective information, advice and access to services provided by the school to parents/carers, school staff, community groups, and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

### **Key responsibilities:**

#### **Organisation**

- To develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- To follow and adhere to the whole school attendance policy
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them

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- Liaise with the Inclusion Lead to support pupils and families with medical related absences
- To make first-day absence calls to parents in a timely manner and carrying out home visits, reporting results to the Senior Leadership Team
- Making the first day contact calls for all absentees
- Contacting parents, by telephone or text, of those pupils identified as vulnerable due to attendance issues
- Following the schools children missing from education procedures ensuring that vulnerable pupils are appropriately safeguarded
- Undertaking home visits for absent pupils and effectively recording this information
- Gathering evidence to support the prosecution and penalty processes
- Working alongside the PIW to ensure appropriate intervention is put in place to facilitate rapid progress within school

### **Administration**

- Maintain accurate data relating to all pupils' attendance on the schools information management system (SIMS) and be able to analyse this effectively
- Producing analysis of absence data and regular informative reports for Senior Leadership Team, as prescribed by the Headteacher
- Regularly monitor and analyse data to manage persistent absences / term time holiday requests / lateness and work alongside external agencies to mitigate this
- Analyse school absence and attendance data, identify any emerging patterns and put effective strategies in place
- Accurately complete admission and attendance registers and have effective day to day systems in place to follow up on absences

### **Safeguarding**

To uphold the Trust's Policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Meet regularly with the line manager to ensure clarity of understanding of a range of issues.

### **Working with Stakeholders**

- Promoting family relationships, engaging parents as co-educators of their own children and developing positive working relationships with families
- Maintaining regular contact with families/carers of learners in need of support, to keep them informed of the learner's needs and progress in relation to their attendance
- Arranging and running attendance workshops for parents and carers throughout the community
- Working with families in improving attendance of learners, including arranging and attending attendance panel meetings
- Improving communication and understanding between parents/carers and the school; attending meetings and visiting homes as appropriate; reporting to governors, the senior leadership team and other relevant staff on a regular basis.



## **General**

All school staff are expected to:

- Work towards and support the schools vision and drivers
- Support and contribute to the schools responsibility for safeguarding pupils
- Work within the schools health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the schools Equality Policies to promote equality of opportunity for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relationships with pupils, parents and colleagues
- Engage actively in the performance review process
- Adhere to school's policies and procedures as set out in the staff handbook or other documentation available to all staff

## **Fluency duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level.

## **Special conditions of service**

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## **Other considerations**

1. To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
2. To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
3. Accept and commit to the principles underlying the Trust's Equal Rights policies and practices.
4. Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
5. Must be legally entitled to work in the UK.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



## Personnel Specification

**Post Title:** Attendance Officer

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> <li>GCSE Maths &amp; English Level C or above</li> </ul>	<ul style="list-style-type: none"> <li>Qualification to work with young people</li> <li>Social work, Youth work, Counselling, qualification and/or experience</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience working with children/families in a school or other related organisations</li> <li>Use of management information systems (SIMS etc) and associated ICT</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the penalty and prosecution system</li> <li>Experience of developing a new initiative and evaluating its impact at an organisational level</li> <li>Experience of enabling families/carers to access support agencies</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Specialist Knowledge	<ul style="list-style-type: none"> <li>Understanding needs of children and their families</li> <li>Knowledge of up-to-date legislation surrounding attendance and non-compliance with statutory regulations including new DfE guidance</li> <li>Safeguarding and attendance monitoring procedures</li> </ul>	<ul style="list-style-type: none"> <li>The scope of external agencies in supporting families and young people</li> <li>Knowledge of how to access support.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Practical/Intellectual Skills	<ul style="list-style-type: none"> <li>Clean driving licence</li> <li>Good oral and written communication skills; good interpersonal skills</li> <li>The ability to deal sensitively with people</li> <li>The ability to relate well to people of all ages and backgrounds</li> <li>The ability to respond to complex situations</li> <li>The ability to respond calmly to a variety of situations</li> <li>A non-judgmental approach</li> <li>Ability to analyse, interpret and understand relevant data and present it in useful forms to pupils, staff and parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>Complete Minibus driving test</li> <li>The ability to explore sensitive issues, with tact and patience</li> <li>A clear understanding of confidentiality issues</li> <li>A clear understanding and competence in using ICT</li> <li>The ability to keep accurate records</li> <li>Ability to analyse and interpret data and present it in a useful form to pupils and staff</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Signature of post holder** \_\_\_\_\_ **Date** / /

**Signature of Chief Executive Officer** \_\_\_\_\_ **Date** / /

