



Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Attendance Officer

Reporting to: Office Supervisor

Purpose

- To provide comprehensive administrative/organisational support service for the Headteacher and staff by monitoring the attendance and punctuality of pupils and ensuring that all relevant information is provided for staff to action as appropriate.
- To act as a representative of the school in working with the designated Attendance Advisory Service, liaising with staff, parents and pupils as appropriate.

Accountability

- To check registers on a daily basis, ensuring staff update as necessary, monitoring attendance and making referrals as appropriate in regular meetings.
- To provide a first day / daily contact using the appropriate system and personal telephone calls, recording all information.
- To check on absent pupils, telephoning parents as necessary, maintaining careful records and chasing up appropriate documentation.
- To liaise regularly with the designated Attendance Advisory Practitioner (AAP), supplying information as required and acting as a liaison with leadership if necessary.
- To participate in meetings with AAP / leadership, parents and pupils.
- Follow up any unauthorised absences and refer concerns to the designated Attendance Advisory Service.
- To work with key academy personnel and designated Attendance Advisory Service to organise attendance workshops, clinics and meetings, liaising with pupils and parents / carers in the process.
- To record late pupils and provide information as appropriate.

- To oversee pupils signing in/out in the course of the school day including manually inputting attendance data whenever necessary.
- To check individual termly attendance records and prepare attendance certificates in line with academy policy.
- To co-ordinate all requests for holiday leave, informing parents / carers of outcome.
- To support leadership, if necessary, in interviews with parents where attendance/punctuality is an issue.
- To work with appropriate staff and the Senior Leadership Team to improve attendance and punctuality through rewards and sanctions.
- Update Attendance Policy, in conjunction with line manager.
- To assist with first aid (training to be provided)
- To carry out other administration tasks to help run an efficient school office.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed Date
On behalf of The Skills for Life Trust

Signed..... Date.....
Employee