



# Ash Manor School

## Aspire and Achieve



### JOB DESCRIPTION & PERSON SPECIFICATION

#### CONTRACTUAL DETAILS

Post Title:	Attendance Officer
Grade:	Surrey Pay Grade 6
Hours:	36 hours per week, 39 Weeks per year (term time only) incl 5 days INSET
Line managed by:	Assistant Headteacher responsible for Inclusion

#### ROLE PURPOSE

*This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.*

- ❖ Use strategies that support the school in ensuring that all students attend school regularly.
- ❖ Liaison with Pastoral and Inclusion Team.
- ❖ Use systems to support monitoring and improvement of attendance.

#### CORE ACCOUNTABILITIES & ABILITY STATEMENTS

##### Accountability

- ❖ Daily management and monitoring of all aspects of the whole school attendance.
- ❖ Analysing data and producing attendance reports to relevant staff.
- ❖ Liaising and intervening with parents, students and staff to improve student attendance.
- ❖ Ensuring that the relevant staff and authorities are informed regarding attendance issues as necessary.
- ❖ Maintaining accurate records on SIMS database relating to student attendance.
- ❖ Reporting to the Assistant Headteacher responsible for Inclusion and other staff, as necessary
- ❖ To report any areas of concern immediately to the Assistant Headteacher responsible for Inclusion, the Designated Safeguarding Lead in line with school safeguarding procedures or the Headteacher.

##### Responsibilities

- ❖ Monitoring persistent absentees, and those at risk of becoming persistent absentees, and applying the PA Intervention procedure in liaison with Assistant Headteacher responsible for Inclusion.
- ❖ Send a weekly lates report to all tutors detailing how many students have arrived late to school so far each half term.
- ❖ Coordinate and implement strategies with the pastoral team and exams officer to ensure all exams are attended by 100% of students.
- ❖ Implement and monitor first day calling procedures
- ❖ Liaise with the Designated Safeguarding Lead to support students identified as vulnerable

- ❖ Responding to referrals from designated staff.
- ❖ Contacting parents with regard to student attendance.
- ❖ Clearing absences – via phone/ first day call / call parents.
- ❖ Maintaining lesson monitor – ensuring completion and accuracy
- ❖ Collate/evaluate data regarding students and their reasons for attendance anomalies, and ensure that this is accurately recorded on SIMS database.
- ❖ Where necessary, produce daily reports.
- ❖ Monitoring student registers am/pm and informing Walk of any anomalies immediately.
- ❖ Maintaining attendance records, ensuring they are up to date, amending as necessary from other sources (i.e. after registers in line with absence notes, phone messages etc).
- ❖ Monitor persistent absentee students and those identified by SLT; Heads of House or Form Tutors on low attendance.
- ❖ Lateness/punctuality: monitor closely and liaise with Pastoral Team/Surrey Inclusion Officer and initiate school sanctions for repeated lateness.
- ❖ Liaison with the Inclusion Officer and production of management reports as requested.
- ❖ Complete attendance certificates; Head of House attendance reports; unexplained absence reports for tutors.
- ❖ Reporting attendance statistics.
- ❖ Attendance Panels – invite / admin / run as required.
- ❖ Punctuality Meetings – invite / admin / support SLT member
- ❖ Manage the Open Case list in liaison with Inclusion Officer.
- ❖ Generating absence/late correspondence as required. Send letters as appropriate and Request for Medical Evidence.
- ❖ Undertaking administration of Attendance Panels.
- ❖ Undertaking office duties to include incoming calls and messages from parents and passing information to form tutors.
- ❖ Monitor students educated off-site – Alternative Learning Centre / A2E / Alternative Provision
- ❖ .
- ❖ Produce reports for KS3/4 rewards for highest attendance. Dealing with absence/holiday requests in line with school policy (ensuring authorisation by the Headteacher). Administration for fines for unauthorised leave of absence over 5 days.
- ❖ Assisting the Assistant Headteacher responsible for Inclusion as may reasonably be required.
- ❖ Support administration staff as necessary or directed by SLT.

#### **Liaison**

- ❖ SLT
- ❖ Teaching and Support Staff
- ❖ Parents & Pupils
- ❖ External agencies

#### **Corporate & statutory initiatives – equalities/health & safety**

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ To undertake training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.**

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....

**ATTENDANCE OFFICER: PERSON SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>Five GCSEs grade C or above, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 or higher qualifications</li> <li>Evidence of recent and relevant training</li> </ul>	Application form and letter
Experience and Knowledge	<ul style="list-style-type: none"> <li>Understand the challenges associated with inclusion within an urban environment</li> <li>Working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Working effectively in an education environment or with young people</li> </ul>	Application form, letter and reference
Skills and Abilities	<ul style="list-style-type: none"> <li>Anticipate problems, develop creative solutions</li> <li>Listen to and reflect on feedback from others</li> <li>High level of verbal and non-verbal communication skills</li> <li>Strong level of ICT skills</li> <li>Good presentation skills</li> <li>Excellent personal presentation</li> <li>Able to build and maintain positive relationships with individuals</li> <li>Prioritise, plan and organise self</li> </ul>	<ul style="list-style-type: none"> <li>Use of SIMS or equivalent</li> </ul>	Letter References Interview

Motivation and Personality	<ul style="list-style-type: none"> <li>• An interest in educational issues</li> <li>• A commitment to inclusion</li> <li>• Positive attitude</li> <li>• Genuine concern for the welfare of others</li> <li>• Initiative and self-motivator</li> <li>• Calm disposition</li> <li>• Approachable with a good sense of humour</li> </ul>		Letter References Interview
Personal	<ul style="list-style-type: none"> <li>• Willing to accept the demands and challenges of the post and respond in a flexible manner</li> <li>• Committed to safeguarding and promoting the welfare of students and Ash manor School</li> </ul>		References Interview
Safeguarding	<p><b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</b></p>		

