



Job description: Attendance & Admin Officer

We are looking for an ambitious, resilient, determined and proactive person to join our excellent school team to take on the important role of further improving our children's attendance and punctuality. You will work effectively as part of a school team, building excellent relationships with families to consider the best possible outcomes to support our families.

Job details

Salary: Scale 5 spinal column points 12 to 17 - £27,851.26

Hours: 36 hours per week

Contract type: Permanent, term time only (with 1 week in the holidays)

Reporting to: The School Business Manager

Main purpose

The attendance & admin officer is responsible for promoting and ensuring high levels of attendance and punctuality among pupils. To monitor and report on whole-school attendance data, including the analysis of data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. To be responsible, under the guidance of senior staff, for administrative and organisational processes within the school. To assist with the planning and development of support services. To contribute to the overall ethos, work and aims of the school.

Duties and responsibilities

Administration , Record Keeping and Compliance

- Keep up to date with changes in attendance legislation and best practices
- Contribute to the planning, development and organisation of support service systems, procedures and policies.
- Provide administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Board.
- Manage and maintain manual and computerised records and management information systems.
- Carry out research, obtain information, and analyse and evaluate data and information, and produce reports and records as required.
- Undertake typing, word-processing, and complex ICT-based tasks.
- Carry out administration of complex procedures, including the completion and submission of forms and returns to the DfE and other external agencies.

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers promptly and effectively, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of referring families to Education Attendance Services
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems such as Wonde
- Ensure compliance with the Education (Pupil Registration) Regulations and other relevant legislation
- Maintain confidentiality and handle sensitive information in accordance with data protection regulations.
- Undertake reception duties, including dealing with complex issues and visitors.
- Participate in the supervision, training and development of support staff as required.
- Support with administration of trips and events.
- Participate in training and development activities and programmes, and attend and participate in meetings as required.
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- Comply with, and assist with the development of, policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

Monitoring and reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate



Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade C in English Language (E) • GCSE or equivalent level, including at least a Grade C in Maths (D)
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting (D) • Experience identifying interventions to raise attendance of pupils (D) • Experience working directly with pupils and parents (D) • Experience working collaboratively with colleagues (E) • Experience analysing data and producing reports and identifying key insights (D)
Skills and knowledge	<ul style="list-style-type: none"> • Good listening skills (E) • Effective written and verbal communication skills(E) • Fluent in spoken English with a proven ability to provide expert advice to all stakeholders. • Knowledge of the possible interventions to raise attendance (D) • Knowledge of the potential barriers to high attendance that pupils may face (D) • Ability to tailor interventions to individual pupils (D) • Ability to use IT systems and to conduct analysis and produce reports(E) • Good knowledge of Excel (D) • Ability to create good relationships with pupils, staff and parents (E)
Personal qualities	<ul style="list-style-type: none"> • Willingness to provide the best possible opportunities for all pupils (E) • Organised, proactive and self-motivated (E) • Good time management skills (E) • Commitment to upholding and promoting the ethos and values of the school (E) • Ability to work under pressure and prioritise effectively (E) • Ability to maintain confidentiality at all times(E) • Committed to safeguarding, equality, diversity and inclusion(E)

D-Desirable

E-Essential