



JOB DESCRIPTION

Job Title	Attendance Officer
Band/Job Group	Salary band D
Hours/Weeks	37 hours per week.
Special Conditions	Term time only + 2 days
School	Temple Meadow Primary School
Responsible to	Headteacher/Deputy Headteacher & DSL

Job Summary

- To provide administrative assistance to the Headteacher/Deputy Headteacher & DSL, in order to improve pupil attendance and reduce barriers to learning.

Duties and responsibilities

1. Support the development and implementation of strategies to support the school's drive to improve attendance and punctuality and to reduce persistent absence.
2. Liaise regularly with the line manager to discuss attendance and punctuality for target pupils.
3. Contribute to the identification of pupils and families to be targeted to improve attendance and punctuality.
4. Complete first day calling/messaging for all pupils who are not in attendance.
5. Engage with and foster positive relationships with identified parents and pupils.
6. Use a variety of means to communicate the legal responsibilities and consequences of non-school attendance to the school community.
7. Work with SASO alongside external agencies to manage casework
8. Meet with parents and pupils to explain the legislation of pupil attendance, the school's expectations and procedures with regard to attendance and punctuality, and to agree action to reduce absence and improve attendance.
9. Undertake home visits when required (both regular and unannounced visits) for regular non-attendees and when no reason for absence has been received.
10. Record and monitor the outcomes of meetings with parents/other agencies to improve attendance; maintain accurate and up to date case records using electronic recording formats to support further work, including possible legal action.

11. Take action in the case of non-compliance / non-co-operation / failure to fulfil responsibilities in relation to unauthorised absence and / or persistent absence
12. Provide evidence to present to the Attendance Service for consideration for legal action (penalty notice, prosecution, education supervision order) in relevant cases
13. Contact and liaise with outside partners and multi-agency groups, and make necessary referrals in order to improve attendance and punctuality
14. Attend and contribute to staff meetings as required.
15. Liaise with feeder schools and gain relevant information about the attendance records of new pupils, and pupils leaving for new schools
16. Liaise with other schools and Local Authorities to provide and attain pupil records and establish new "on roll" status when pupils leave or are admitted.
17. Analyse and interpret data relating to attendance, and patterns of groups within the school.
18. Set up and facilitate delivery of a range of parents' and pupils' support groups.
19. Provide advice and support for pupils returning to school after a long period of absence. Liaise with school staff and home to agree a reintegration programme if appropriate.
20. Safeguard young people from the risk of harm and have a full knowledge of policies and procedures in relation to safeguarding
21. Keep up to date with current appropriate legislation. Contribute to the training of staff in attendance and registration issues
22. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
23. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Act 2010.
24. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
25. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.



PERSONNEL SPECIFICATION

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Sickness Absence and Disability	<p>A good attendance record. Candidates should have no more than than 3 periods of absence or 6 days over the last 6 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	<p>A minimum of NVQ level 3 in administration</p> <p>or experience of working in a school setting.</p>
Experience	<p>Use of management information systems</p> <p>Effective communication skills</p> <p>Ability to prioritise own workload</p>
Training	<p>Willing to attend relevant training</p> <p>Use of School MIS system (e.g Bromcom)</p> <p>Willingness to extend own knowledge and skills through a programme of CPD</p>
Special Knowledge	<p>Bromcom</p> <p>Word, Excel, Publisher</p>

Circumstances	Ability to work when the school is open (Term Time working). Flexibility of hours
Disposition	Ability to use initiative, Self motivated Ability to work within a team Approachable and confident
Practical and Intellectual Skills	Good communication skills – written and verbal High standard of presentation
Legal Requirements	Enhanced DBS Check for Regulated Activity