Netherhall School – Job Description

Title: Attendance Officer.

Accountable to: Assistant Headteacher – Attendance.

Accountable for: School attendance.

Purpose: To improve school attendance.

● To input attendance data and investigate any missing data, maintaining accurate attendance records, including any unexplained lesson absences.
● To ensure the electronic registration system is updated daily, investigating any missing data with class teachers.
● To record student absences and late arrivals on SIMS.
● To make initial enquiries with parents/carers regarding unexplained absences/lateness - including first day calling.
● To monitor the attendance of students, referring concerns to their pastoral leaders.
● To promote good attendance within the school.
● To process and action student holiday requests.
● To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school's procedures.
● To support the assistant headteachers with the administration of referrals to the access and inclusion service/issuing of penalty notices.
● To undertake routine liaison with external agencies regarding attendance – e.g. access and inclusion service, Police, safeguarding hub.
● Co-ordinate and deliver early help assessments.
● To collate attendance data, produce routine reports and prepare statistical returns regarding attendance and submit to reporting bodies where appropriate.
● To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
● Represent Netherhall School at attendance officers' meetings.
● Liaise with heads of year and assistant headteachers over attendance concerns.
● Be responsible for identifying attendance issues and patterns of absence/late arrivals.
● Contact parents over all aspects of attendance, including written correspondence when required.
● Produce attendance reports for heads of year on a weekly basis, and other individual reports when requested.
● Liaise with external agencies over persistent absence or other attendance issues.
● Attend meetings with external agencies and parents as required.
● Complete administration tasks as directed by the line manager.
● To conduct home visits.

Wider responsibilities:
● Be available on an ad hoc basis to take part in school trips, taking responsibility for a group of students.
● Be available to supervise lessons on an ad hoc basis, as directed by the headteacher.
● Familiarise yourself with and conform to school policies and procedures.
● Undertake any other duties as required, commensurate with the post.
● Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and headteacher.
● Comply with school policies and procedures (including those relating to equal opportunities, health and safety, confidentiality and data protection) and uphold the ethos of the school.
● To fulfil any other tasks reasonably requested by the line manager.

Personal qualities:
● Strong work ethic and the capacity for hard work.
● Ability to relate well to colleagues and students, and parents/members of the public.
● A professional manner.
● Ability to work well as part of a team.
● Flexibility in approach to completion of work.
● Ability to prioritise work while under pressure, and remain organised.
● Ability to meet strict deadlines.
● Generosity of spirit and a sense of humour.
● Willingness to contribute to extra-curricular activities.
● Knowledge of and genuine interest in educational issues, and how they apply to this school.

Knowledge and skills:
● Excellent interpersonal and organisational skills.
● Knowledge of SIMS (Schools Information Management System).
● Attention to detail and a good level of numeracy.
● Strong ICT skills, including the use of spreadsheets.
● Knowledge and understanding of school policies and procedures.
● Knowledge and training in First Aid at work.

Experience and training:
● Willingness to undertake appropriate training and professional development.
● Experience of office administration.
● Experience of working in a school.
● Experience of working with young people.