



PHILIP MORANT

SCHOOL & COLLEGE

JOB DESCRIPTION

JOB TITLE:	Administrative Assistant (Attendance)
RESPONSIBLE TO:	Attendance Officer/Admin
MAIN JOB PURPOSE:	To provide administrative support within the attendance department.
GRADE:	Band 2 to midpoint
HOURS:	32.5 hours per week (between 8.00 am and 3.00 pm Monday – Friday)
WEEKS:	39 working weeks per year (term time and five inset days)

Main Duties and Responsibilities:

- Take telephone messages and record absences on electronic registration system (SIMS)
- Enter registers for cover lessons.
- Check registers have been completed for each period and send register reminders.
- Where no reasons have been provided for absences, run reports and contact parents/carers on a daily basis.
- Enter attendance marks for students on school trips or other planned absences.
- Contact other schools on a daily basis to ensure those students on roll who are on managed moves are registered daily and weekly registration certificates are provided.
- Assist Attendance Officer and or House Managers with Welfare Calls.
- Write to parents/carers of any students with outstanding unauthorised absences requesting reasons for these.
- Provide attendance data as and when required for the Senior Leadership Team/House Managers.
- Provide attendance lesson reports for tutors as and when required.
- Work closely with House Managers and Safeguarding Officers on a daily basis to ensure they are made aware of any attendance concerns.
- Produce information to support our positive attendance reward schemes including 100% attendance certificates.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- To support the learning culture and ethos of the school.

The Governing Body 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 above duties are neither exclusive nor exhaustive and the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.