

JOB DESCRIPTION

Job Title	Attendance Officer and Student Welfare Assistant & Receptionist
Reports to	Senior Attendance Officer Deputy Head Pastoral School Business Manager
Liaison with	Students, Parents, Teaching staff, Support staff, Headteacher
Job Purpose	To promote and secure high levels of attendance and punctuality of students within the school in liaison with the Senior Attendance Officer. To provide student welfare assistance and reception, including medical assistance within the school in the absence of the Student Welfare Receptionist and during busy periods.
Attendance Duties	<ul style="list-style-type: none"> To maintain accurate student attendance and lateness records on the SIMS Attendance Module on a daily basis To follow up student absences and lateness by telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals To register late students and inform Heads of Year To provide daily student registers for appropriate activities e.g. fire registers, school assembly To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals. To report any welfare and/or child protection concerns as per the school policies and procedures
Student Welfare Assistant Duties	<ul style="list-style-type: none"> Maintain an up to date First Aid at Work certificate Take responsibility for day to day care / welfare of students and staff who are unwell / injured and administer first aid as and when required in accordance with the school's policies and procedures Liaise with parents regarding student sickness / injury Update records on SIMS of students seen and all associated paperwork Contact parents/doctor/hospital, call ambulance depending on the seriousness of illness/accident Provide support to students with medical needs in line with our Supporting Students with Medical Conditions Policy Cover Student Reception from 12.00-12.30 lunchtime during busy times and in the event of staff absence

	<ul style="list-style-type: none"> To mutually support other administration staff in the completion of their duties and to cross cover as necessary other members of the staff at the direction of the School Business Manager Log all confiscated and lost property items and liaise with parents and students regarding collection of such items
General Administrative Duties	<ul style="list-style-type: none"> To facilitate the efficient and effective administration of the school To support and facilitate the work of appropriate teaching and support staff To be aware and support the needs of the students in the school To carry out basic clerical tasks, including filing, word processing, SIMS modules as appropriate To mutually support other administration staff in the completion of their duties To liaise closely with the Student Welfare Assistant/Receptionist and other members of the Pastoral team to ensure that student attendance is managed consistently.
General	<ul style="list-style-type: none"> To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence' To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy To respect confidentiality at all times To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate To undertake any training and development commensurate with the post 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 <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Post Holder signature Date

Post Holder name (in capitals) Date.....

Headteacher signature Date

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.