



Moulsham High School

Job Description & Person Specification

Position: Attendance Assistant

JOB TITLE: Attendance Assistant

LINE MANAGER: Attendance Officer.

BAND: 3 p o i n t s 4 - 5 15 hours per week/39 weeks.

JOB PURPOSE: To assist with all aspect of student attendance and punctuality across Years 7-13. To assist the Attendance Officer with daily admin support.

THE ATTENDANCE ASSISTANT IS RESPONSIBLE FOR:

First day contact: chasing students that are absent from school and liaising with parents/carers for safeguarding.

Liaising with students educated off site for attendance and safeguarding

Updating Arbor and other systems with reasons for absence, ensuring accurate records are kept.

Monitoring unexplained absences and updating systems accordingly.

Typing of letter response to parents when required (Leave of Absence and relevant attendance letters)

Keeping Excel spreadsheets up to date on a weekly basis.

Responsible for the Attendance Notice Board

Liaising with Senior members of staff on a daily basis

Dealing with student queries at the Student Services window.

Assist with any other admin duties the Attendance Officer may require.



There is a confidentiality component in this role and the post holder needs to hold the trust and confidence of both students and teachers. He/she may acquire information on child protection/ family sensitive issues which must be treated carefully and appropriately.

NOTE:

All staff at Moulsham High School are expected to:

- participate in the performance and development review processes, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
- comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

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

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(March 2024)