

## ATTENDANCE OFFICER/ADMIN JOB DESCRIPTION

Job Title:	Attendance Officer/Admin
Location:	Heybridge Co-operative Academy
Grade / Allowances:	Scale 6 (Pt 12-17)
Contract Type	Permanent
Reporting to:	Office Manager/Headteacher

### MAIN PURPOSE

Responsible for the accurate and timely completion of both the admissions and attendance registers.

Supporting the school's senior leadership team by developing and undertaking robust daily processes to follow up on pupil absence and proactively using attendance data to identify pupils at risk of poor attendance.

Support the implementation of the school attendance policy, working closely with home-school liaison staff to work with each identified pupil and their parents to understand and address reasons for absence, including any in-school barriers to attendance.

Support the promotion of the whole school culture that promotes the benefits of good attendance.

To provide effective and efficient clerical support to the school as required by the School Office Manager or Senior Leadership Team.

### DUTIES

#### Attendance

- To ensure that attendance registers are accurately completed in a timely manner and that there are robust daily processes to follow up pupil absence, including first day calls
- Continually monitor attendance data, implementing strategies to improve attendance and punctuality to meet school targets so that pupils' attainment improves
- Ensuring the students welfare needs are met so that students feel safe and secure.
- Establishing and maintaining positive links between the school and parents / carers in parenting or eliciting outside support for them to do so.
- To establish and coordinate links with a variety of external agencies to support pupils and their parents/carers with attendance concerns
- Contacting and working with parents / carers and the school pastoral team to address on-going concerns regarding their child's absence, lateness and truancy. Evaluate the impact of interventions and put in place actions to address further concerns.
- Setting and monitoring targets for attendance and punctuality in relation to school context and national expectations with the senior leadership teams/Headteachers
- Analyse and update the pastoral team, SLT, Governing Body and area BAP regularly on the schools performance in relation to attendance, punctuality and the impact of strategies to re-engage students
- Arrange and complete home based visits where necessary for attendance concerns.

- Prepare details for legal cases in conjunction with Attendance Compliance service
- To participate in the evaluation and review of the agreed support for pupils following recommendations made at internal BAP meetings
- To make referrals and liaise regularly with Social Services regarding child protection matters, organising and attending PEP, TAC and core group meetings, attending child protection meetings and feeding back regarding pupil educational needs
- To assess pupils' individual needs, often with parental support, to consider and implement the best possible support to address any concerns, liaising with and making referrals to external agencies where required.
- To provide the Senior Team with appropriate reports upon request.
- To provide support for students who are exhibiting difficult, aggressive and distressing behaviour.

### **Admissions**

- To ensure that the admissions register (School MIS) is accurately completed in a timely manner for all new admissions and leavers.
- To arrange and attend referral panel meetings on a fortnightly basis.
- To ensure all referrals are fully completed and signed. Liaise with schools/Academies accordingly.
- Maintain and update admissions lists so that staff are aware of upcoming admissions.
- Liaise with SLT regarding admissions and ensure that Initial visits have been arranged and taken place.
- Ensure that leavers' process is followed, especially those returning to maintained or special schools mid term. Leavers forms updated and Education Compliance informed via Essex schools infolink.
- Monitor numbers on roll and liaise with the Head of School when approaching number intended to admit.

### **General Administration**

- Provide support for school general admin as and when required by the School Business Support Leader or Headteacher.

### **Welfare**

- Responsible for care of children who are hurt or unwell, including liaison with other staff and parents

### **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 comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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 by undertaking appropriate training

- The duties above are neither exclusive or 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

## SAFEGUARDING

Keys Co-operative Academy Trust (KCAT) is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment. Regular training is provided and is a compulsory requirement for all staff.

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

### Pre-Employment Checks appropriate to this Job Profile

- Identity
- Medical Screening
- References
- Qualifications
- Prohibition from Teaching
- Self Disclosure
- Enhanced DBS Check
- DBS Barred List Check
- Keys Co-operative Academy Trust LADO Safeguarding Checks
- Right to work in the UK
- Individuals who have lived outside the UK
- Childcare disqualification check

## PERSON SPECIFICATION

Heading	Details	Example
Qualification & Experience	Specific qualifications and experience	Experience of administrative work in a busy school environment  Relevant qualification to NVQ Level 3
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures, especially in relation to attendance
	Literacy	Good reading and writing skills  Level 2 English qualification
	Numeracy	Ability to count and undertake calculations  Level 2 Maths qualification
	Technology	Ability to use photocopier  Ability to use work processor and basic databases  Experience of Arbor an advantage
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly with sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing  Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team Work	Ability to work effectively with other adults in the school Ability to work independently
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line management	Ability to support the work of others
	Time management	Ability to manage own time effectively
	Creativity	Ability to follow instructions and develop constructive solutions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and the requirements of GDPR
	CPD	Be prepared to develop and learn in the role