



ST IVO SCHOOL

## Attendance Officer

### Job Description

POST TITLE:	<b>Attendance Officer</b>
HOURS OF WORK:	<b>37 hours a week, term time and professional days</b>
SALARY:	<b>Scale 5, point 22 - 25 (£20,661 - £22,658 pro rata)</b>
RESPONSIBLE TO:	<b>Assistant Headteacher in charge of Attendance</b>

#### Job Purpose

To work alongside key school staff to promote excellent attendance amongst students, reduce absence levels and work directly with children and families as required. To provide administrative support to the school's attendance function as needed.

#### Main Responsibilities

##### Registers

- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To check and remind any necessary staff to complete registers.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation.
- To input registration information as required for events in a timely manner (e.g. exams, trips, sporting events).
- To assist and check records prior to the Census to ensure school attendance is complete, accurate and up to date.

##### Intervention

- To follow the school's Attendance Policy and send out letters as required.
- To monitor the attendance of vulnerable groups of students and liaise with the relevant staff
- To assist with the identification of students who will receive support in improving their attendance record.

##### Liaison

- To work with parents/carers and other agencies in improving their child's attendance record.
- To undertake home and school visits as designated by the school.
- To have oversight of children being removed from the school's roll, ensuring correct procedures are followed.
- To work alongside relevant staff, contact teachers, senior management, learning support assistants, Education Welfare Officer, to exchange information and determine appropriate levels of intervention.

##### Reporting

- To interpret information relating to attendance patterns and identify key areas of concern for the pastoral team and relevant Assistant Headteacher.
- To provide updates for staff on student attendance.
- To produce termly reports for the relevant Assistant Headteacher.

## Person Specification

Criteria	Essential	Desirable
Personal Skills	<ul style="list-style-type: none"> <li>• Good organisational and time keeping skills</li> <li>• Calm and resilient personality</li> <li>• Able to use own initiative</li> <li>• and work alone when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate an ability to cope with stressful situations</li> <li>• Experience in mediation and conflict resolution</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Good general education, including to at least grade C GCSE English and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in work linked with children and young people</li> </ul>
Relevant Experience		<ul style="list-style-type: none"> <li>• Work within an education setting</li> <li>• Previous work with young people and families</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of issues that may affect a student's ability to attend school</li> <li>• Demonstrate an understanding of issues linked to confidentiality</li> <li>• Demonstrate an awareness of child protection issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate a knowledge of attendance regulations</li> </ul>
Skills/Ability	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with children and adults at all levels</li> <li>• ICT competent</li> <li>• Ability to analyse data</li> <li>• Demonstrate an understanding of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate willingness to take responsibility for continued personal development</li> <li>• Competent in the use of education systems for attendance e.g. SIMS, Go4Schools</li> <li>• Demonstrate ability to produce reports as required</li> </ul>

*St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.*

*Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*