



Job Description

Attendance Officer	
Grade	D – Points 3 - 4
Hours	Hours to be agreed
Section	Support Staff
Responsible to	Attendance Team Leader
Responsible for	This position has no direct responsibility for line management.

Job Purpose	<p>Work to establish procedures, handling a range of administrative processes but prioritises own workload. Produces documents from drafts or can amend standard format on a computer. Inputs/retrieves information on SIMS using initiative where necessary. Operates word processing packages and spreadsheets. Liaises on a daily basis with the pastoral team and senior leaders regarding any missing students and attendance concerns. Refers complex problems and persistent attendance issues upwards. Role requires some initiative to be exercised. Specific training in the job or previous relevant experience plus short induction required.</p>
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Duties & Responsibilities	<p>The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.</p>
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<ul style="list-style-type: none"> • Provide attendance support and advice to all stakeholders of the school • Complete all daily attendance processes and record data • Foster positive relationships with parents/carers and external agencies • Make a positive contribution to improving attendance rates • Record, communicate and exchange attendance information via post, telephone, email, websites, databases etc • Deal with routine attendance enquiries from students, staff, parents, visitors etc • Monitor attendance and provide reports and analysis • Complete home visits with colleagues when required 	
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- Assist, where required, the general administrative and student services teams
- Actively contribute to, and fulfill, staff and school responsibilities for safeguarding and promoting the welfare of children and young people.
- Work effectively with all members of the school community to promote the school ethos, mission and values.
- Adhere to all relevant school policies.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school
- Take reasonable care of your own health and safety and that of others
- Co-operate to enable the school to meet its health and safety responsibilities
- Not interfere with or misuse anything provided for your health, safety and welfare
- Participate in the school's appraisal process
- Perform any other reasonable tasks within the range of the salary grade

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
EDUCATION AND QUALIFICATIONS	Essential <ul style="list-style-type: none"> • 5 GCSE's or equivalent including Maths and English at Grade C or above
RELEVANT EXPERIENCE	Essential <ul style="list-style-type: none"> • Evidence of recent attendance experience within an educational environment • Experience of developing new strategies for improving attendance Desirable <ul style="list-style-type: none"> • Experience of working in a school setting • Experience of leading the implementation of a new initiative, from producing action plans to evaluation of impact • Ability to hold others to account and challenge under-performance
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of SIMS is highly desirable • Ability to find solutions to complex problems • Ability to relate to teachers, other professionals, parents and students
	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent ICT, administration, time management and self-motivation skills • Ability to work as a member of a team and work on own initiative

SKILLS	<ul style="list-style-type: none">• Ability to be positive, resilient, enthusiastic and flexible when working under pressure• Ability to present information to a variety of audiences
OTHER	<ul style="list-style-type: none">• Ability to relate to and promote the positive ethos of the school• Commitment to school improvement and raising achievement for all students• Willingness to undertake training as required

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES