



**POST: Attendance Officer**

**REPORT TO: Attendance Manager**

**CONTRACT INFORMATION:**

- **Salary: Grade 13 = £25,989 - £28,142 (actual salary £22,255 - £24,098)**
- **Term time + all INSET days**
- **Up to 37 hours a week**

**Main Purpose of Job:**

To work closely with the Assistant Principal, Attendance Manager, Year Leaders and other pastoral staff to ensure excellent whole school attendance, reduce gaps within the attendance of key sub-groups particularly those experiencing disadvantage when compared with whole school, and reduce whole school persistent absence levels. Raise the profile and importance of excellent attendance to ensure students stay safe and improve student outcomes.

**Main Responsibilities and Duties:**

**Administration**

Assist the Attendance Manager in meeting the following;

- Meet with students regularly to discuss any issues behind attendance concerns.
- Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with the local authority/external agencies and partners.
- Assist with attendance returns for the school census.
- Assist with the process of issuing fixed penalty notices to parents/carers, following agreement from the Assistant Principal.
- Maintain accurate records of communications with parents/carers and relevant interventions.
- Build and update knowledge of the school's MIS and other relevant systems.
- Assist with the monitoring of term-time absence requests and respond accordingly.
- Attend appropriate pastoral briefings in the morning at 8.00am.
- Assist with attendance challenges and competitions and encourage positive student participation.
- Particular focus on students with Pupil Premium funding, Free School Meals entitlement and Emotionally Based School Absence, to monitor attendance and contribute to identifying and removing barriers to education.
- Ensure that your involvement with students and staff reflects the school's inclusive ethos and relational approach.
- Any other duties as required commensurate with the role.

## **Monitoring and Reporting**

- Assist with the production and interpretation of attendance reports for school leaders, identifying key statistics, reasons for absence, and any other patterns of concerns.
- Help track attendance of vulnerable groups of students and share information with school leaders.
- Help identify students that need support to improve their attendance.
- Work with Attendance Manager to identify appropriate interventions to improve attendance for particular groups or identified students.
- Implement children missing in education (CME) procedures when appropriate.
- Monitor the effectiveness of attendance interventions.
- Monitor the completion of registers by staff, ensuring accurate and timely completion.
- Monitor the attendance of students engaged in off-site alternative provision.
- Provide tutors with useful attendance data and resources to form part of the tutor programme.

## **Working with Parents/Carers**

- Co-ordinate meetings with students and parents/carers to implement interventions and track progress.
- Build positive relationships with parents/carers to encourage family involvement in their child's attendance.
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
- Make first day phone calls to check for reasons behind student absence.
- Help in the Production of resources and information to promote the importance of attendance at parental events.

## **Facts and Figures:**

Robert Blake School is an 11-16 Secondary School with approximately 1040 students and 140 staff

## **SUPPORT PROCESSES**

### **Problem Solving and Creativity:**

Dealing with tight deadlines, reacting to a variety of requests and frequent interruptions to work, which may result in changing priorities.

Required to be highly organised, and able to use initiative in determining the best way to present certain information. Interprets information and advises on the best course of action.

### **Decision Making:**

Works within statutory legislation, Somerset Council guidance, and school policies and procedures. Answers routine queries directly, referring more complex decisions to the Assistant Principal or the Attendance Manager, with suggested solutions.

Works to deadlines and other reporting requirements.

Makes recommendations for development and courses of action to the Attendance Officer or Assistant Principal.

### **Physical Effort and Working Conditions:**

Normal school office working environment with frequent and prolonged use of ICT.

**Contacts and Relationships:**

Able to maintain positive, purposeful relationships with students, staff, and stakeholders of Robert Blake School at all times. Daily contact possible with a number of school staff to advise, direct, and influence courses of action.

Regular contact with Somerset Council and outside agencies.

Regular meetings with Assistant Principal, Attendance Manager and other key staff.

**Knowledge, Skills and Experience:**

Broad knowledge and experience of ICT and office systems.

Personal attributes to include good communication skills, flexibility, ability to use own initiative, accuracy, ability to prioritise workload, ability to work as part of a team, be organised, reliable, tactful and confidential.

Word processing skills with school or office background. A willingness to learn new skills. An understanding of Arbor software an advantage although training would be provided.

A minimum qualification of 5 GCSEs (A\* - C) or above or equivalent.