

EXAMPLE

JOB DESCRIPTION		
Post Title: Attendance Officer	TTO/AYR:	Term Time (39 weeks per annum)
	Full/Part Time:	Full time
Grade:	Working hours	35 hours
	WTE:	1.0
Department: Attendance	Date:	
Responsible to:		

MAIN PURPOSE OF THE JOB

1. To collate information and maintain the student attendance records.
2. To be responsible for the implementation and operation of the computerised attendance and registration data systems, including Truancy Call, the Bromcom system and the production of attendance data.
3. To organise the Attendance Surgery, meeting students individually.
4. To provide attendance administrative support and supervise the Admin Assistant (Attendance), ensuring that records are up to date and accurate.
5. To arrange meetings with parents and pupils on Progress Day.
6. To monitor and analyse attendance data and report on trends.
7. To work in co-operation with other relevant staff e.g. SLT, Data Examinations & Assessment Manager & Officer, IT Network Manager, Attendance & Welfare Advisor (AWA) - home visits, Careers support services, etc. as necessary.
8. To deal with internal and external queries in an efficient and effective manner.
9. Flexibility to meet rapidly changing priorities.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Responsibility for maintenance of the electronic registration system, including:
 - Highlighting system faults to the Network Manager.
 - Keeping electronic registration system running accurately, liaising with the Bromcom system helpdesk when necessary to correct faults and resolve problems, briefing the Network Manager on the outcome and whether any issues remain outstanding.
 - Providing staff training on the electronic registration system.
2. Responsibility for the supervision of any Admin Assistants (Attendance) and for ensuring the accuracy of their work.
3. Responsibility for organising the Attendance Surgery, meeting students individually.
4. Responsible for the production of attendance data as necessary:
 - Providing attendance and registration data reports and information, as requested, by the SLT, Form Tutors, Heads of Year, Teaching Staff and the AWA.
 - Using e-portal to access student timetables and contact details.
 - Following up unexplained absences by phone call or letter on a daily basis.
 - Working with the Education Social Workers to provide outside agencies (e.g. LBTH, DCSF, etc) with accurate statistics and returns as and when necessary.
5. Responsibility for arranging meetings with parents and pupils on Progress Day.
6. Provision of attendance administration, including:
 - Using information technology and word processing equipment to create and maintain computer systems relating to pupil data and any other information system.
 - Working closely with designated Year Group(s)/Form Tutors on pupils' attendance. Making telephone calls, arranging appointments and sending letters as required.
 - Inputting and manipulating a variety of data on databases, e.g. Truancy Call, as required.
 - Checking the am and pm registers on a daily basis and chasing up any that are not marked.
 - Recording lateness and reasons for absence in the Bromcom system; updating records with information received from Form Tutors and Heads of Year.
 - Liaising with the Network Manager/Data Examinations & Assessment Manager & Officer in order to ensure that the teaching groups remain accurate and are kept up to date.
 - Organising appointments by telephone/letter.
 - Inputting attendance data from manual registration copies.

7. Responsibility for monitoring whole academy student attendance and observing trends, analysing student absence data on relevant year groups.
8. General
 - To prepare meeting agendas and take minutes, notes of key discussions and action points and distribute, as required.
 - To be a flexible member of the Administration Team, covering colleagues' duties as required.
 - To attend Team and Staff Meetings as required.
9. Other
 - To undertake appropriate personal training.
 - To ensure that all duties and responsibilities are discharged in accordance with the academy's Health & Safety at Work Policy.
 - To comply with the academy's Equal Opportunities, Safeguarding, Confidentiality, Security and other policies, assisting with their development and promotion within the academy, reporting all concerns to an appropriate person.
 - To undertake additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Academy's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

This Job Description is not prescriptive in that the needs of the academy may change and this could necessitate revision in the future and amendment at any time, after consultation.

Signed: _____ Date _____
Post holder

Signed: _____ Date _____
Responsible Officer/Principal

Person Specification for the Post of Attendance Officer	
Knowledge	<ol style="list-style-type: none"> 1. Good working knowledge of Facility Bromcom or similar management information system. 2. Good understanding of basic statistics and the presentation of data. 3. Knowledge of data protection legislation.
Qualifications & Experience	<ol style="list-style-type: none"> 1. Experience of managing an Attendance function. 2. Experience of working under pressure and working flexibly, responding to changing priorities. 3. Experience of setting up and managing a filing system. 4. Administration experience, including word processing, answering the telephone, filing. 5. Experience of dealing with parents, members of the public over the phone and face to face.
Leadership and Management Framework	<p><u>Achieving Results</u></p> <ol style="list-style-type: none"> 1. Sound organisational skills. 2. Ability to maintain effective and accurate records and analyse them. 3. Ability to work independently and use initiative when appropriate. 4. Ability to pay close attention to detail. 5. Flexibility and ability to work as part of, and contribute to, the Academy's Administrative Team. 6. An understanding of the necessity for maintaining strict confidentiality, where appropriate 7. Resourcefulness, enthusiasm, patience and a personable manner
Engaging With Others	<ol style="list-style-type: none"> 1. Excellent interpersonal and communication skills (both oral and written). 2. Ability to deal with parents/guardians, staff, pupils, visitors, LBTH staff and external agencies, including the ability to promote the image of the Academy.
Valuing Diversity	Experience, or empathy with, working in a multicultural environment.
Learning Effectively	<ol style="list-style-type: none"> 1. IT literate and willing to undertake further training as required. 2. A commitment to continuous professional development.
Other	A satisfactory attendance record.