

Job Description

Post: Attendance Officer

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Oversee the academy's student attendance procedures.
- Ensure official registers are accurately maintained, checks on missing students are made and information systems are updated and accurate.
- Work with students, parents and staff to manage the administration processes and procedures for attendance.
- Communicate with parents as necessary using a range of communication channels including telephone, text message, email and in writing.
- Take and convey messages from parents about absent students, seeking to improve communication between the academy and parents whilst ensuring accurate records are maintained.
- Contribute to the associated communication and recognition programmes for good attendance.
- Coordinate and work with administration staff to fulfil associated administrative functions related to student attendance.
- Use data to produce management information, including regular reporting, as required.
- Support students throughout the day by fulfilling pastoral responsibilities and managing the appointments process.
- Attend home visits where appropriate with a member of the leadership team or educational social worker.
- Support the Fire Warden
- Participate in and lead coaching; work in effective partnership with other leaders in our trust.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.