



SUMMERSWOOD ATTENDANCE ADMINISTRATOR JOB DESCRIPTION

Job title: Attendance Champion

The Attendance Officer will work alongside key school staff and the Local Authority Attendance Officer (LAAO) to reduce levels of unauthorised absence and promote whole school attendance procedures. They will work with children and families to improve levels of attendance.

Main objectives of the post

- Improve levels of attendance for all students.
- Promote a positive attendance and punctuality culture at Summerswood Primary School.
- Assist the school to reach its attendance targets.
- To provide a reception service for all callers and visitors to the school.
- To provide general administrative support.
- Specific responsibilities include creation and maintenance of accurate and confidential records, and complying with data protection laws.

Main duties and responsibilities

Attendance related duties

1. Daily attendance related procedures including recording late children.
2. Contact all absent pupils on a daily basis through phone calls, emails and to establish a 'first day contact' system.
3. Assist with identification of children who need support in improving attendance record.
4. Work with parents/carers to improve attendance record of pupils.
5. Contact parents by letter to improve attendance levels.
6. Collate and maintain attendance data, and prepare weekly attendance data for dissemination including assembly and weekly newsletter.
7. Work with Local Authority Attendance Officer to prevent Children Missing from Education, and undertake home and school visits as required.
8. To work alongside relevant staff, senior management and outside professionals.
9. Follow the Attendance Policy, update yearly, prepare and print relevant attendance reports for relevant agencies.

Administration related duties

1. Provide a reception service including answering and dealing with telephone enquiries, taking and acting on messages, maintaining the visitors log, issuing and retrieving passes, dealing with correspondence, photocopying.
2. Support staff to deal with pupil injuries and illnesses and liaise with parents and teachers.
3. Provide clerical support to other members of staff.
4. Type the newsletter weekly and other letters needed as required, including sending parent mails.
5. Update ARBOR, the school website and other apps used by the office team.
6. School Trips management according to school procedures.
7. Supporting the office team to maintain daily dinner registers, informing kitchen and updating the pay system.
8. Undertake fire warden duties.

Any other duties as agreed with line manager.

Principal Accountabilities for Attendance role

1. To collate information with regard to the attendance of pupils who may be experiencing attendance difficulties in order to inform school, The Local Authority Attendance Officer and parents.
2. To work with identified individuals using regular attendance checks. Contacting parents /carers and pupils to improve levels of attendance.
3. To contribute to whole school attendance strategies and systems.

Personal Specification

1. Good typing skills are essential
2. Able to work as part of a team
3. Suitability to work with children
4. A commitment to safeguarding and promoting the wellbeing of children
5. Professional and honest
6. First aid qualification would be desirable

Responsible to: School Business Manager and Headteacher