

ATTENDANCE SUPPORT - JOB DESCRIPTION



Job Title: Attendance Support
Reporting to: Office Manager
Salary: KR4

Purpose:

You will support the Office Manager to promote the excellent levels of attendance and punctuality across the school by developing and maintaining effective monitoring systems to identify trends and highlight concerns. You will also support the Office Manager with the implementation of initiatives to improve attendance and engage with pupils and their families and promote a culture of positive attendance and punctuality. Additionally, the role will involve undertaking home visits and forming good relationships with families to prevent barriers to attendance.

Duties & Responsibilities:

- To be involved with maintaining all pupil attendance records and ensuring that student information is accurate and up to date.
- To assist, when necessary, with the 'first day' calls to establish reasons for pupil absence.
- From 10am carry out home visits to pupils who are absent as directed by the Office Manager, focusing on pupils who are absent without consent and carrying out welfare checks on those who are absent regularly.
- Supporting the pupils to come into school even when they have not arrived on time by providing transport into school, utilising your own vehicle to do so.
- To undertake/be aware of Safeguarding checks.
- To support the Office Manager with the development and delivery of attendance initiatives.
- To assist with the daily absence communications with parents and carers as well as developing strong and effective relationships with parents and carers.
- To work with the Office Manager when required to cover any areas of administrative need when required.
- To support the main school with any first aid incidents when required.
- To communicate information to the Headteacher, Office Manager and the Senior Family Liaison Officer.
- Work with families and pupils to identify barriers to attendance primarily through home visits and some meeting arranged in the school.
- Provide additional support to families where this may improve attendance to school.

Systems & Information

- Be aware that different types of information exist (e.g. confidential information personal information and sensitive personal data), and appreciate the implications of keeping this safe.
- Share information appropriately – in writing, by telephone, electronically and in person.
- Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.
- Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.

Safeguarding and Promoting the Welfare of Children/Young People

- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.

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- Chantry Community Primary School is committed to safeguarding and promoting the welfare of its pupils. We have a robust child protection policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory enhanced Disclosure and Barring Service criminal record check for work with children.
- Keep accurate, clear and concise records of all interventions and meetings and update information on the school systems.

Health and Safety

- Be aware of and implement your health and safety responsibility as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues to maintain health, safety and welfare within the working environment.

Data Protection

- Know about data protection issues in the context of your role.
- To comply with Chantry Community Primary School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Equalities

- Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values.
- Chantry Community Primary School is committed to equality and to making fair and equitable treatment an integral part of everything we do. The school is committed to safeguarding and promoting the welfare of children and expects all to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

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Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Knowledge of administration and office systems. 	<ul style="list-style-type: none"> • Knowledge of Behaviour and Attendance Management techniques. • Knowledge of Child Protection and Health and Safety legislations and procedures
Experience <ul style="list-style-type: none"> • Clerical or administrative experience • Experience of working with Microsoft office systems, including Outlook. 	
Qualifications <ul style="list-style-type: none"> • Literacy and Numeracy qualifications • Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Relevant NVQ 3
Occupational Skills <ul style="list-style-type: none"> • Able to communicate effectively and clearly and build a relationship with a range of staff, children and families. • Good Numeracy and Literacy skills. • Computer literate • Judgemental skills • Ability to work to deadlines. • Own car for travel 	<ul style="list-style-type: none"> • Basic ICT Skills • First Aid trained
Personal Qualities <ul style="list-style-type: none"> • Demonstration interpersonal skills • Organisational skills • Attention to detail, neatness and accuracy • Ability to work successfully in a team • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity