

Attendance Officer Job Description

Hours: 8.15am – 4.15pm

Duties and Responsibilities:

Administration

- 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 messages and letters home, attendance meetings and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents in liaison with the local authority
- Maintain accurate records of communications with parents/carers and relevant interventions including the management of individual attendance plans and parent contracts
- Build and refresh knowledge of BromCom and other relevant systems and software

Monitoring and reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with pastoral team and DSL
- Identify pupils that need additional support to improve their attendance
- Work with the pastoral team, DSL and wider staff to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy and procedures
- Complete children missing education (CME) referrals and oversee the procedures when appropriate
- Provide regular reports to stakeholders

Working with families

- Coordinate meetings with pupils and families to implement interventions and track progress
- Build positive relationships with families to encourage their involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies and procedures
- Be alert to when persistent absence becomes a safeguarding concern and when safeguarding interventions may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Required experience:

Experience of using BromCom

Knowledge of CPOMS

Experience of using Microsoft Office including a good knowledge of Word and Excel

Some knowledge of attendance laws and legislation

Preferred experience:

Experience working with families

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2022 legislation

Selection Criteria

Attendance Officer

1. Proven IT skills and a good knowledge of how to interrogate a pupil information system.
2. A good knowledge of Microsoft Office and its applications.
3. To be able to work as a team member.
4. To have a flexible approach to all administrative duties undertaken.
5. Ability to prioritise work, to act on own initiative, to work under pressure and to meet deadlines.
6. Experience of working in a busy office undertaking a variety of office duties.
7. Good inter-personal and organisational skills.
8. Ability to communicate both orally and in writing with pupils, staff, parents and officers at all levels in outside organisations.
9. Willingness to attend training courses to enhance development and performance.