

## **JOB DESCRIPTION**

### **ATTENDANCE OFFICER**

#### **PURPOSE OF JOB**

- To improve pupil attendance and punctuality
- To ensure a high standard of confidentiality and integrity in all school matters.
- To contribute to the overall ethos, work and aims of the school

**DIRECTLY RESPONSIBLE TO** The Headteacher

#### **FUNCTIONALLY RESPONSIBLE TO**

The Strategic Lead for Attendance  
The HR/Office Manager

#### **PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES**

1. The postholder must at all times carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies.
2. The post holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to work with management to comply with Service/Unit procedures and protocols and with Brent Council's Health and Safety Policy and all guidance, instructions and risk assessments. In particular the jobholder is required to attend training relevant to their post in order to ensure their health and safety responsibilities are met.
3. To understand the value of information to the council and to contribute to good information governance by keeping information safe, accurate and up to date and available to those who need it. Abide by the council's information governance policies
4. To be the link person between the school and the Local Authority regarding attendance
5. To meet legal obligations for daily registration of pupils
6. To be responsible for ensuring accurate and daily registering of pupils takes place, by scanning registers and following up any missing marks / discrepancies with teachers
7. To be responsible for generating a daily list of absent pupils and following up reasons for absence by telephone
8. To work with parents / carer and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate

9. To be responsible for ensuring reasons for absence are quickly and accurately recorded on the electronic management system (SIMS)
10. To liaise with the admin team regarding team regarding late arrivals and notifications of absence received
11. To inform parents/carers of absent or late students and send out appropriate correspondence
12. To liaise with the Strategic Lead for Attendance regarding weekly, half-termly and annual attendance figures and analysis
13. To assist and check records prior to the Census to ensure school attendance is accurate and up to date
14. To maintain and monitor accurate records of children who regularly arrive late to school and / or are regularly collected late after school
15. To produce letters to parents regarding children's absences.
16. To attend meeting with the Strategic Lead for Attendance and EWS regarding any concerns
17. Liaise with parents to ensure they are providing correct documentation for all absences and emergency leave requests. Maintain files accordingly.
18. Monitor and inform the Local Authority Admissions service of any in-year leavers
19. Make contact with other Local Authorities to ensure children have registered with them before they are taken off roll
20. Monitor and inform EWO of any Children missing in education
21. Upload and transfer CTF files on S2S and send out green record files to new schools
22. Monitor and manage the staff access to S2S website ensuring it is accessible at all times
23. Manage the internal Front Office
24. Enter term dates, Inset days and bank holidays onto the school management system
25. Produce weekly reports on students with under 90% attendance – send out letters to parents to meet with Strategic Lead for Attendance
26. Complete paperwork and produce evidence of absences to support referrals to EWO
27. Arrange appointments for parents with EWO, including creating letters, scheduling appointments and following up to ensure parents attend
28. Produce attendance reports for Senior Leadership Team meetings, Headteacher Reports to Governors, newsletter etc

29. Maintain diary of events regarding attendance concerns to support referrals
30. Maintain leave of absence files
31. Provide assistance to and deputise for School Meals Administrator with barcoded letters for school trips
32. Appreciate and support the role of other professionals
33. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of child protection, health, safety and security, confidentiality and data protection
34. Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils
35. Provide front reception desk cover on a rota basis

**Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher**



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