

Job Description Attendance Officer

Post Title:		Attendance Officer
Purpose:		To co-ordinate whole school attendance and provide general administrative support to the Assistant Head - Pastoral
Reporting to:		Assistant Head - Pastoral
Liaising with:		Headteacher, Senior Leadership Team, Pastoral Team, House staff, administrative staff, parents, carers and students.
Working Time:		17 hours per week worked over 2.5 days (Weds afternoon, Thursday and Friday). Term-time only.
Salary/Grade:		Point 11 (£7,951 per annum/£11.27 per hour)
Disclosure level		Enhanced
MAIN DUTIES		
Administration		<ul style="list-style-type: none"> • Monitor and record attendance for all students. • Follow-up absences communicating with parents/carers to obtain reasons for absence etc. • Liaise as required with Education Safeguarding Service regarding Penalty Notices, Elective Home Education, Children Missing Education etc. • Undertake typing and other secretarial duties for Heads of Year as required including behaviour and internal exclusion letters. • Liaise with teaching staff to collate work for internally excluded students. • Administer detention and rewards systems. • Maintain student filing system for Lower School students • Assist with exclusion letters in the absence of the PA to the Head. • Receive and make telephone calls, take messages and deal with enquiries as appropriate. • Together with the rest of the team, provide cover for Reception as and when required.
Additional Duties		<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility. • Actively engage in the staff and school review and development process. • Continue personal professional development as agreed

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.