

JOB DESCRIPTION

ATTENDANCE OFFICER



Post: Attendance Officer

Scale: Scale 5

Responsible to:

The post will be line managed by the Deputy Headteacher overseeing Inclusion.

Purpose of the Post:

- Work with key staff to reduce levels of unauthorised pupil absence, monitor persistent absence and promote whole school attendance strategies to create a positive culture of attendance and punctuality at Buxton School
- Administer the electronic attendance system effectively
- Provide school attendance and punctuality data to the Senior Leadership Team and the Local Authority

Main Duties:

- Administer a daily attendance and punctuality check and contact parents using electronic systems if students are not in school, including the close monitoring of vulnerable pupils
- Request, collect and maintain records of all medical evidence or evidence for any other authorised absence
- Maintain weekly tracking system and use data to keep staff informed of pupil attendance and punctuality
- Communicate growing concerns to the Senior Leader for Attendance and the Education Welfare Officer to initiate further action
- Provide data and information as requested for inclusion/pupil planning meetings
- Communicate concerns about poor attendance and/or punctuality to the Senior Leader for Attendance, Year Leader, Designated Safeguarding Officer and any other

relevant staff to ensure this is followed up accordingly with the relevant students. This will include close monitoring of specific groups of pupils eg. SEND, EAL. Pupil Premium (PP) pupils

- Make and maintain contacts with parents/carers of students causing concern and work together to put supportive strategies into place to encourage students to improve attendance and punctuality
- To liaise closely with EWO, Senior Leader and Executive Headteacher to take additional action as required such as Fixed Penalty Notices, Attendance Panels etc.
- To work closely with BACME (Behaviour, Attendance and Children Missing from Education) team in local authority
- Send regular letters home keeping parents informed of pupil's attendance
- Issue appropriate rewards for excellent (and improved) attendance and punctuality
- Provide regular statistical data in various formats for a number of different audiences (parents, teachers, SLT, Governing Body etc.)
- Administer all the necessary ICT administration, maintenance and report generation of the electronic attendance system
- Administer the Truancy Call and InVentry student sign-in system
- Late gate duty in the morning, escorting younger primary pupil's to class if they are late
- To uphold and comply with the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation on School Policies and Procedures relating to Health and Safety at work
- To be flexible and work according to needs which may involve assisting other areas, which are commensurate with the grading of the post

Other Duties

- Any other duties as may reasonably be expected within the grade of the post
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities
- Supporting the Office and SLT with admin tasks