



Attendance Officer

Talbot Primary School



JOB DESCRIPTION

Job Title:	Attendance Officer
School:	Talbot Primary School
Salary Grade:	E
Responsible to:	School Business Manager

Main Job Purpose

1. Administer all information relating to student attendance in order to maintain school attendance targets.
2. Work with and provide attendance-related information, data and statistics to major stakeholders in the school's attendance figures, such as the school's teachers, Senior Leadership Team, and the BCP's Education Welfare Service (EWS).

Main Responsibilities and Duties

1. Be responsible for administration of all attendance matters.
2. Utilise relevant ICT packages in order to assist in this task: depending on the school these may include, for instance, Microsoft Word and Excel, and the Schools Information Management System Bromcom.
3. Undertake daily contact with parents regarding the attendance of their children.
4. Liaise and work with and produce reports for teachers, the Senior Leadership Team, and the EWS.
5. Train school staff in the use of ICT packages, as necessary.
6. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
7. Comply with all decisions, policies and standing orders of the school and BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
8. Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the requirements of Keeping Children Safe in Education (KCSiE).

Supervision and Management of People

1. Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

1. Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity.
2. Good level of knowledge of computer applications, including Word, Excel, and attendance management systems such as Integris G2, or the ability to learn such specific systems.
3. A high level of accuracy is needed in data entry.
4. The post holder must be able to work under their own initiative, and must have good organisational and interpersonal skills.
5. The post holder will require good listening and communication skills in order to interact with parents on potentially sensitive issues.

Creativity and Innovation

1. Creativity is a feature of the job, but will be exercised within the general framework of recognised procedures and the school's attendance policies.
2. The post holder will need to use ICT in order to design attendance-related material such as posters, forms or certificates, and documents relating to the training of staff in ICT packages.
3. The post holder will need to interact with parents that are experiencing difficulties with their child's attendance.

Contacts and Relationships

1. Daily contact with parents on attendance-related issues.
2. Regular liaison with internal contacts such as teachers, the Headteacher and Deputy Headteachers.
3. Occasional contact with the Work Experience Co-ordinator (if applicable).
4. Regular contact with the EWS.
5. Issues involved are generally not contentious, but the outcomes may not be straightforward.

Decisions

1. Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
2. The post holder will have responsibility for investigating and authorising most absences.
3. Decisions made will have a material effect on the internal operation of the school and on relationships with parents.

Resources

1. The post holder is responsible for the proper use and safekeeping of small items of equipment and low cost materials, or for the accurate handling and security of small sums of cash and cheques or other financial resources.

Work Environment

1. Work is subject to changing deadlines, circumstances and problems.
2. Work requires normal physical effort and is conducted in a normal office environment.
3. May involve some contact with difficult-to-manage pupils, parents/carers and visitors.

Main Job Purpose

1. Administer all information relating to student attendance in order to maintain school attendance targets.
2. Work with and provide attendance-related information, data and statistics to major stakeholders in the school's attendance figures, such as the school's teachers, Senior Leadership Team, and the BCP's Education Welfare Service (EWS).

Main Responsibilities and Duties

1. Be responsible for administration of all attendance matters.
2. Utilise relevant ICT packages in order to assist in this task: depending on the school these may include, for instance, Microsoft Word and Excel, and the Schools Information Management System Bromcom.
3. Undertake daily contact with parents regarding the attendance of their children.
4. Liaise and work with and produce reports for teachers, the Senior Leadership Team, and the EWS.
5. Train school staff in the use of ICT packages, as necessary.
6. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
7. Comply with all decisions, policies and standing orders of the school and BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
8. Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the requirements of Keeping Children Safe in Education (KCSiE).

Supervision and Management of People

1. Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

1. Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity.
2. Good level of knowledge of computer applications, including Word, Excel, and attendance management systems such as Integris G2, or the ability to learn such specific systems.
3. A high level of accuracy is needed in data entry.
4. The post holder must be able to work under their own initiative and must have good organisational and interpersonal skills.
5. The post holder will require good listening and communication skills in order to interact with parents on potentially sensitive issues.

Creativity and Innovation

1. Creativity is a feature of the job but will be exercised within the general framework of recognised procedures and the school's attendance policies.
2. The post holder will need to use ICT in order to design attendance-related material such as posters, forms or certificates, and documents relating to the training of staff in ICT packages.
3. The post holder will need to interact with parents that are experiencing difficulties with their child's attendance.

Contacts and Relationships

1. Daily contact with parents on attendance-related issues.
2. Regular liaison with internal contacts such as teachers, the Headteacher and Deputy Headteachers.
3. Occasional contact with the Work Experience Co-ordinator (if applicable).
4. Regular contact with the EWS.
5. Issues involved are generally not contentious, but the outcomes may not be straightforward.

Decisions

1. Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
2. The post holder will have responsibility for investigating and authorising most absences.
3. Decisions made will have a material effect on the internal operation of the school and on relationships with parents.

Resources

1. The post holder is responsible for the proper use and safekeeping of small items of equipment and low-cost materials, or for the accurate handling and security of small sums of cash and cheques or other financial resources.

Work Environment

1. Work is subject to changing deadlines, circumstances and problems.
2. Work requires normal physical effort and is conducted in a normal office environment.
3. May involve some contact with difficult-to-manage pupils, parents/carers and visitors.

PERSON SPECIFICATION

Job Title:	Attendance Officer
School:	Talbot Primary School

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	Experience in a similar role within school environment would be desirable	Application form Interview References
Qualifications & Training	5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience	Application form Certificates Interview
Aptitudes & Abilities	Ability to handle confidential information with discretion	Application form Interview References
Knowledge	- Knowledge of school's behaviour and management policy and procedures - Knowledge of school's fire and emergency procedures - Knowledge of Child Safeguarding procedures	Application form Interview References
Attitude / Motivation	Self-motivated	Application form Interview References
Other Factors	- Commitment to Equal Opportunities - Enhanced DBS check	Application form Interview References DBS process