



Attendance Officer Job Description

Scale	Grade 4
Hours	37 hours – Term time only + 1 week
Responsible to	Head Teacher / Office Manager

Job Purpose

Assist with administrative and financial systems and resource management within the school under the direction of the Head Teacher and Office Manager.

Main Duties & Responsibilities

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries when dealing with visitors
- Deal with deliveries and assist with the organisation of school resources, archives and reprographics
- Support office administrative procedures and systems
- Attend training and development where necessary

Attendance

- Manage registers, lates and absence reports daily
- Prepare lunch registers
- Chase absent pupils who have not been reported.
- Regular communication with the Family Liaison Team
- Home visits
- Regular and adhoc attendance reporting
- Admissions process for new starters
- Letters to parents and other stakeholders.
- Parent meetings when required
- Liaison with EWO and completion of outcomes from these meetings.

Administration

- Contribute to the maintenance of the schools chosen Information Management System
- Provide administrative support including word processing and other IT based tasks such as maintaining website, creating new user email accounts
- Assist with the maintenance of administrative procedures and resources
- Maintain manual and computerised records and management information systems
- Be responsible for producing basic reports, information and data as requested for the completion and submission of forms, returns etc., including those to outside agencies
- Under direction of the Head Teacher and Office Manager, to be responsible for marketing and promotion including the preparation and production of all school publications and website
- Provide advice and guidance to staff, pupils and others



Resources

- Assist with management of resources, including being responsible for the regular audit of resources
- Assist with and undertake delegated tasks in financial administration procedures related to school resources
- Undertake general financial administration as and when required
- Support the Office Manager with procurement and be responsible for obtaining quotes in line with established procedures
- Assist with and undertake delegated tasks in line with financial administration procedures

Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use them to advise and support others.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks including but not limited to satisfactory references and an enhanced DBS clearance.

Signature of Manager: _____

Date: / /

Signature of post holder: _____

Date: / /

Person Specification for Attendance Officer

	Essential
Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 in Administration procedures or equivalent further/higher education qualification • Good literacy and numeracy skills • Additional qualification in IT
	<ul style="list-style-type: none"> • Ability to identify own training and development needs and cooperate with means to address these
Experience	<ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice • Experience working in an office environment, preferably within an education setting, including the use of IT based and data base systems.
Skills / Abilities	<ul style="list-style-type: none"> • Well-developed interpersonal skills and the ability to work collaboratively as part of a team. • Show initiative and shares good practice. • Effective use of IT packages. • Competent use of administrative equipment / resources • Proven written, oral and communication skills • An understanding of the requirements and demands of school administration
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated with high expectations, a positive attitude and a good sense of humour • Excellent self-management skills including the ability to plan and organise one's time effectively. • The ability and willingness to work in partnership with other members of the School team • A high level of personal integrity and flexible approach to responsibilities. • An approachable professional who responds well to and offers constructive advice • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
Other	<ul style="list-style-type: none"> • An awareness, understanding and commitment to equal opportunities