



WITH THE POWER TO ACT

Job Description - Attendance Administrator

Job Title:	Attendance Administrator (in Student Services)
Salary:	Grade C (subject to evaluation)
Contract Type:	25 hours per week - Mon – Fri - Term Time Only - Temporary
Hours:	09.00 till 13.30
Reporting to:	Assistant Headteacher i/c of Attendance & Behaviour
Job Purpose:	To assist in Student Services as below:
Main Duties & Responsibilities	<ul style="list-style-type: none">• To make daily phone calls to parents of absent pupils without reason and establish the reason for non-attendance prioritising vulnerable groups.• Send daily text to parents to advise of absences and late arrival to school using Touch in Sims.• Update marks in Sims as pupils arrive after the register has closed to school, or sign out for appointments.• Run various daily and weekly reports for staff as required.• Phone alternative provisions daily to check attendance on off-site pupils.• Phone pupils on managed moves to check attendance daily.• Print registers as required.• Input registers as required into Sims.• Safeguarding administration as required to support the DSL.• Have knowledge of Sims.• To produce reports and record information including statistical data.• To manage and prioritise your own workload in line with school priorities.• To provide cover in the absence of attendance staff. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

This job description is current at the date shown but following consultation may be changed by the Headteacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The school staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The school has an approved equality policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality policies of the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Postholder Signature: Date:

Postholder Name (in capitals): Date:

Headteacher Signature: Date: