

Line Manager: Attendance Officer

Job purpose

To support the school in maintaining the national requirements in attendance across secondary and primary school so children are accessing education. To complete a business and administration apprenticeship which will enhance administration services. Act as a point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

The list of accountabilities and duties in this job description should not be regarded as exclusive or exhaustive. Please note that, in consultation with an employee, the school reserves the right to update their job profile to reflect changes in, or to, their post.

Key accountabilities

- To actively promote the school and follow the school's ethos and values
- To actively promote the school's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

Specific duties

Apprenticeship

- Ensuring apprenticeship is managed and time used effectively to study (off the job hours).
- Successfully complete modules in accordance with the apprenticeship.
- Ensure attendance in apprentice meetings and training.

Attendance

- Ensure all class registers are taken and to follow up any missing marks for students.
- Liaise with Student Services and the attendance officer regarding missing registers and lesson checks.
- Monitor absence lines each morning and record using the school's systems.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.
- Maintaining accurate attendance data on the school's systems.
- Record absence information received from parents on the school's systems.
- Log and check attendance codes daily.
- Follow up any issues with morning registers.
- Send out lesson checks for attendance.
- Update lesson registers taken by outside cover staff.
- Carry out daily absence calls/ electronic messages to parents of students absent (including first day calling) and support Attendance Officer to improve attendance in school.

ATTENDANCE APPRENTICE JOB DESCRIPTION

- Ensuring that the daily texts and attendance calls are made promptly.
- Phone Parents'/Carers to follow up attendance.
- Liaise with class teachers, tutors, Pastoral Managers such as Heads of House, Attendance Officer, senior leaders as appropriate.
- Process daily responses from electronic messages about absences into the school's systems. Include processing messages received from previous day.
- Develop effective systems for the collection, reporting and evaluation of attendance data.
- Disseminate attendance data to the Head teacher, Head of Primary, Deputy Head of Seniors, Head of House, Phase Leaders, and Pupil Support Team as directed to support reporting and data analysis.
- Ensuring all attendance data is sensitively handled and confidentiality maintained.
- Liaise with Attendance Officer as appropriate and support with additional administrative tasks when required.

Administrative tasks in addition to attendance

- The role will also include some other admin tasks linked to the main office.
- Providing front desk support when required, e.g. photocopying, typing, filing, collation of pupil reports, receiving deliveries.
- Send out messages for members of internal & external staff if required.
- Providing administration support always ensuring accuracy and confidentiality.
- Answering and directing telephone enquiries from staff, students, parents, and the public.
- Assist with any staff and student enquiries.

Other duties

- Actively encourage the development of positive relationships and promote confidence in care and education of students with parents/carers.
- Take part in tutor for seniors and duties at break and lunch.
- Report pupil and school issues in line with the school's policies for health and safety, child protection and behaviour management.
- Liaise with teams to provide co-ordinated support for students.
- Liaise with external agencies in matters relating to the safety and welfare of students, and record all communications using the school's safeguarding systems.
- Meet internal and external deadlines.

Data Protection

Employees will be responsible for ensuring that workplace responsibilities within the school are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Health & Safety

To ensure an effective and safe environment that promotes the welfare of children and employees, will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. Employees should familiarise themselves with the School's Health and Safety policies.

Equality and Inclusion

The school believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The school has a number of policies to support this commitment that employees should ensure they are familiar with and compliant to. Any breaches may lead to termination of employment.

Sustainability and Environment

Mayfield School is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional, and local environmental issues. Employees are required to support these aims.

Right to Work

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

Safer Recruitment

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all employees to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In line with 'Keeping Children Safe in Education,' the school will carry out an online search as part of our due diligence on shortlisted candidates. This may help to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

New employees will be required to apply for Disclosure Service certification as part of the school's employee recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.