

Job Description

KEY INFORMATION	
Post title:	Attendance Assistant
Grade:	
Responsible to:	Attendance Manager/EWO
Responsible for:	N/A

OVERALL PURPOSE OF JOB
Support the Attendance Manager/EWO to reduce levels of unauthorised absence by undertaking a range of administrative and operational tasks and promoting whole school attendance strategies.

MAIN DUTIES AND RESPONSIBILITIES	
1	Support the Attendance Manager/EWO in identifying individual and groups of students whose attendance is a concern
2	Ensure that any unexpected or unexplained absence is picked up early, ensuring the trust's Attendance Policy is followed and contact is made by telephone/text, or home visits are conducted for the most vulnerable
3	Collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, the Pastoral Team, SLT and parents/carers
4	Support the administration of attendance panels and agreed actions
5	Maintain and interpret attendance data and patterns to identify students who need support with their attendance
6	Undertake home visits for identified students and where appropriate, to collect students from their home if they are struggling to attend school
7	Keep accurate records using the school's recording systems
8	Contribute to the completion of relevant external documentation, e.g. FEHAs, intervention plans, etc. and communicate with other stakeholders
9	Monitor the attendance of vulnerable groups of students and liaise with the Inclusion/SEN department
10	Analyse and monitor data to review the impact of attendance interventions on individual and groups of students



11	Support other school staff at attendance meetings as required, including taking accurate notes at meetings where required
12	<p>Support the Attendance Manager/EWO with all administration regarding student attendance, and flag up any gaps or anomalies, including:</p> <ul style="list-style-type: none">• The accurate completion of all registers, ensuring no missing marks or unexplained absences• Inputting trips/exams etc. into the school's system• Recording all absences on the school's database• Ensuring all unexplained absences are accounted for, and that letters of explanation or other evidence is provided where required• Assisting with checking records prior to the School Census to ensure school attendance data is accurate and up to date.

GENERAL RESPONSIBILITIES

1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
2	<i>Further qualifications, e.g. A Level, degree (desirable)</i>
Experience	
1	Experience of working in an administrative role
2	Experience of liaising effectively with a range of stakeholders
3	Experience of managing and maintaining accurate records including effective data recording
4	<i>Experience of working in a school or educational environment (desirable)</i>
5	<i>Experience of working in an attendance role, with children and/or young people (desirable)</i>
Skills/Knowledge/Abilities	
1	Good written and verbal communication skills with the ability to communicate effectively with a range of staff, students, parents/carers and other stakeholders
2	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and school specific packages (e.g. SIMS)
3	Ability to analyse and interpret data
4	Excellent accuracy and attention to detail
5	<i>Knowledge of Safeguarding, Child Protection, and Keeping Children Safe in Education (KCSIE) (desirable)</i>
6	<i>Knowledge of inclusive practice (desirable)</i>
Personal Attributes	
1	Ability to work well under pressure and manage competing deadlines
2	Ability to work successfully alone and as part of a team
3	Awareness of the importance of maintaining confidentiality



4	Flexibility with excellent organisational skills and the ability to adapt to changing circumstances
5	Full driving licence and access to a car with business insurance, with the ability to travel to pupils' homes and other locations as and when required
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check