**Job Description and Person Specification**

**SUPPORT STAFF – ATTENDANCE ADMINISTRATOR**

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| **Job Title:**  | **Attendance Administrator**  |
| **Grade:**  | **D** |
| **Responsible to:**  | **Operations Manager**  |

This appointment is with the Governing Body of Saint Pius X Catholic High School under the terms of the Catholic Service contract signed by the governors as the employers. It is subject to the current conditions of service and other current employment legislation.

All job descriptions may be reviewed and amended after consultation.

**PERSONAL AND PROFESSIONAL CONDUCT**

All support staff are expected to:

* Demonstrate consistently high standards of professional and personal behaviour.
* Be a good role model for students by maintaining high standards of punctuality, attendance, professional dress and behaviour in accordance with whole school expectations, policies and procedures.
* Create a safe and secure environment for students, rooted in mutual respect, as part of the Catholic ethos of the school.
* Support the wellbeing of students and comply with policies and procedures adopted by the school including; behaviour management, child protection, health and safety and data protection.
* Contribute to the smooth day to day running of the school.
* Maintain confidentiality and observe data protection guidelines.
* Undertake relevant training to the post.

**Purpose of the post:**

To enable the school to improve attendance and persistent absenteeism. To provide specific support in relation to attendance.

**Specific Responsibilities**

* Reception duties to include the greeting and welcoming visitors to school.
* ID document checks of visitors in line with safeguarding practices.
* Collecting, entering and using school based data to support analysis procedures in school. Presenting data in a range of formats for analysis, monitoring and presentations.
* Liaison and close collaboration with key staff in school and outside support agencies.
* Delivery of appropriate mail merged letters as well as individual communications.
* Monitoring data on a daily basis to identify patterns and inconsistencies for individual students or groups of students.
* Following all protocols of data protection and confidentiality whilst sharing the monitoring findings, concerns and relevant information with key staff as appropriate.
* Developing ways of encouraging families to make attendance and punctuality at school a top priority.
* Raise the profile of improving attendance/punctuality through various initiatives.
* Develop expertise in all processes and procedures for the purpose of raising standards.
* Prepare, distribute and maintain administrative documentation for Governors, Senior Leaders and Student Support Managers.
* Any other duties and roles commensurate with the post level.
* Exclusions to be processed in line with the school and the LA’s policies.

**Attendance monitoring – role and responsibilities**

* Management of electronic registers/ absence reports.
* Monitor and enter late marks.
* Follow up students reported not in school.
* Follow up and check any post registration truancy.
* Enter reasons for absence from parents from telephone messages.
* Follow up unexplained absences with parents and students.
* First day call up of target students.

**General:**

* Keep on file all attendance data and prepare summary for Attendance Returns, Governors Reports.
* Manage and monitor term-time holiday request forms.
* Record progress on attendance targets and share with key staff.
* Liaise with Assistant Headteacher to issue early warning letters to identified parents alerting them to Penalty Notice.
* Monitor students on Penalty Notice warning period and report back to Assistant Headteacher.
* Keep attendance within MIS updated.
* Suggest and pilot new strategies for improving attendance.
* Have knowledge and understanding of the Data Protection Act.
* Understand and comply with the Equality Act.
* Be part of a team and responsible for promoting ideas and suggestions.
* Carry out any other duties within the overall function commensurate with the grading and level of responsibility of the post, as required by the Operations Manager.

**Person Specification**

**SUPPORT STAFF – ATTENDANCE ADMINISTRATOR**

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|  | **Essential**  | **Desirable**  |
| **Education and Qualifications**  |  |  |
|  GCSE in English and Mathematics at grade C or above  |  |  |
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| **Experience**  |  |  |
|  Use of relevant ICT software packages to support learning and complete administration/reports as required  |  |  |
|  Substantial relevant experience in a school setting  |  |  |
|  Good working knowledge of Arbor |  |   |
|  |  |  |
| **Knowledge and Skills**  |  |  |
| Ability to interact positively and productively with students, staff, parent/carers and all visitors to the school |  |  |
| To have a good working knowledge of Arbor |  |  |
| Demonstrate proficient ICT skills |  |  |
| Use initiative and have problem solving skills  |  |  |
| Monitor and evaluate procedures effectively  |  |  |
| Communicate effectively with students, parents/carers and other staff  |  |  |
| Work under pressure  |  |  |
| Organise and develop effective systems  |   |  |
| Take initiative and work independently  |   |  |
| Work to high levels of accuracy  |   |  |
| Prioritise and plan to ensure completion of tasks  |   |  |
|   |   |  |
| **Other**  |  |  |
| Willingness to keep up-to-date with role specific practice |  |  |
| Is committed, resilient, robust and resourceful  |   |  |
| Record of reliability and integrity  |   |  |
| Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional  |   |  |
| Willingness to participate in further training and CPD  |   |  |
| Understand and be committed to equal opportunities for all members of the school community  |   |  |
| To uphold the duty to safeguard and promote the welfare of learners  |   |  |

**This post is subject to and enhanced DBS disclosure. The post-holder must be committed to safeguarding the welfare of children.**