



Attendance Officer

Position	Attendance Officer	Grade	
Responsible to	Deputy EHT and Federation Business Manager	Responsible for	Pupil attendance
Location	Both infant and junior sites	Hours	20 hours per week term time only

Job Purpose
The post holder will report directly to the Deputy Executive Head and Federation Business Manager on Attendance. Your main role as Attendance Officer is to promote and provide an efficient attendance service for Blue Coat Federation. The post holder is also expected to continuously contribute ideas to the design and effective running of attendance.
Personal Qualities
The post holder will need: <ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes
Key Relationships
Inclusion Team; Office team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community.
Safeguarding Children
Blue Coat Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
The person undertaking this role is expected to work within the policies, ethos and aims of Blue Coat Federation and to carry out such other duties as may reasonably be assigned by the Executive Headteacher.
The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Position Responsibilities	
Range of Duties	Brief Description of Duties
	To assist in delivering pastoral and attendance support to pupils by recording, monitoring and analysing attendance records.

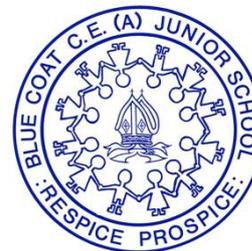


	Promote good attendance inside and outside of school using a variety of methods.
	Collaboratively work to reduce the percentage of PA (Persistent Absence) and lateness within the Federation.
	To keep appropriate staff up-to-date with information.
	To attend and participate in regular meetings.
	To maintain productive working relationships with pupils, acting as a role model.
	To provide feedback to staff, parents and students in relation to attendance.
	To maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning and supporting school and community links.
	To make unsupervised contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
	To assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, absence, pastoral systems etc.
	To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
	To effectively and proactively resolve all issues arising from attendance and in a timely manner continuously analyse data and patterns in relation to absence.
	To contribute to the ethos/work/aims of the Federation.
	To maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate.
	To update attendance records.
Specific Responsibilities	Brief Description of Duties
	<p>Daily:</p> <ul style="list-style-type: none"> Record Parent/Carer Absence calls on the School Information System and ensure that reason for absence and any other additional information is fully documented.



	<ul style="list-style-type: none"> • Make phone calls on the first day of absence and send absence calls. • Record and file medical letters and provide updates as needed. • Administration of School Information System to ensure the register is completed and exclusions recorded accurately. • Email staff who have not completed their registers. • Manage distribution and collation of Holiday Absence Request Letters
	<p>Weekly:</p> <ul style="list-style-type: none"> • Update Attendance tracker with attendance figures from Arbor. • Generate weekly attendance data every week highlighting attendance trends and patterns and significant group data. • Generate daily, weekly and yearly attendance data using tracker and create year group comparisons from data. • Generate previous School years attendance comparatives when required. • Link with the Admissions Officer maintaining Student Mobility Data adding and deleting students from roll as appropriate. • Send letters and arrange parental meetings with attendance concerns.
	<p>Termly / ½ Termly:</p> <ul style="list-style-type: none"> • Work collaboratively with the inclusion team on Attendance • Produce an attendance board and promotional material for Parents/Open Evening • Send letters to all parents with up to date attendance figures
	<p>Other:</p> <ul style="list-style-type: none"> • Maintain clear expectations, high standards of professionalism and collaboration to meet the Federation needs

Qualifications	Essential	Desirable
Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications	✓	



The ability to write a good standard of literacy to include excellent report writing skills	✓	
A relevant degree		✓
Experience		
At least one year's related experience of work within a school attendance related service.		✓
Working with children, young people, parents and families preferably within an educational context.	✓	
As a part of a team, as well as on your own initiative.	✓	
Working with professionals from other agencies and in multi-agency context.	✓	
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.	✓	
Knowledge		
School systems and an understanding of the issues affecting absence and non-school attendance.	✓	
Demonstrate an understanding of issues linked to confidentiality.	✓	
Demonstrate knowledge of attendance regulations.		✓
Demonstrate an understanding of issues that may affect a student's ability to attend school.	✓	
Skills		
Ability to communicate effectively both orally and in writing especially with students, parents, school staff, LEA, social workers and other professionals.	✓	
Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.	✓	
Ability to persuade and negotiate as well as good interpersonal / communication skills.	✓	
Able to use own initiative and work alone when necessary.	✓	



Ability to overcome communication barriers with children and parents/carers.	✓	
Ability to listen effectively.	✓	
Ability to maintain accurate and up to date records.	✓	
Ability to meet tight deadlines and plan and manage own time effectively.	✓	
Demonstrate an ability to cope with stressful / conflict situations.	✓	