



Attendance Officer – Job Description

Grade: ScP14 to ScP21 (£16,481 to £20,138 (pro-rated) (depending on experience)
Full-time, 32.50 hours per week - term-time

Responsible to: the Headteacher

Significant Duties and Responsibilities

- To safeguard our children, to ensure their safety and wellbeing, while also improving their school and lesson attendance.
- To be responsible for the attendance of all main school children and Sixth Form students.
- To ensure pupils arrive on time for school. To oversee and lead intervention as required to reduce lateness and ensure all main school and Sixth Form students arrive on time for school and lessons.
- To be responsible for pupil's wellbeing. To lead programmes that support pupils and students in the school environment in establishing a positive learning environment and ensure pupils feel valued and supported, such as leading and overseeing peer to peer counselling.
- To be proactive in walking around school every single hour, visiting pupils with low attendance, setting targets and helping them to progress with their studies.
- To contact parents/guardians, by telephone and letter, of pupils or students with unauthorised absences on a daily basis. To handle sensitive issues in a confidential and tactful manner.
- To effectively track and lead all attendance and intervention strategies by all staff at every stage.
- To monitor pupil progress and evidence impact/improvement in outcomes.
- To manage our systems and processes carefully, to ensure poor attendance is challenged and to ensure we follow through, offering both support and challenge to remove any barriers to attending school or individual lessons.
- To be responsible for 'chasing up'/investigating reports of unauthorised absences of pupils or students
- To work with colleagues to ensure all registers are completed accurately and all children are accounted for within the first five minutes of every lesson.
- To complete all 'fire registers' and to ensure children are quickly accounted for in an emergency situation.
- To be responsible for dealing with enquiries, complaints, etc., from parents regarding attendance, absences, lateness etc., of pupils or students, using tact and delicacy in dealing with parents
- To work closely with the Attendance, Achievement and Care Officers (AACO) on a daily basis to raise attendance and participation.



- To support the AACO in their daily work, including in managing the behaviour of pupils in classrooms, around school and in the inclusion room.
- To supervise individual pupils and to supplement staffing in the Inclusion Room and First Aid Room as required.
- To be on duty before school and throughout the school lunch period to supervise children. To take lunch once all children are in lessons P3.
- To provide detailed information and regular reports on school attendance, to SLT and Heads of Care and Achievement and EWO.
- To meet with Heads of Schools and EWO on a weekly basis to discuss pupils or students causing concern.
- Monitor long-term absences of pupils or students.
- Maintain accurate records of authorised absences including holidays authorised by Heads of Care and Achievement.
- To carry out investigations of pupils or students' attendance, etc., for outside agencies as requested, including DSS, Police, etc.
- To train school staff on the SIMS modules, (computerised registration system).
- To manage and operate the school computerised registration system.
- To provide day to day supervision and management of SIMS Attendance.
- To act as a School contact point for Education Welfare Officers working in the school, and Travellers Education Officers, providing information and reports as requested, carrying out investigations, etc.
- To be a First Aider.
- Other duties related to your role as directed by the Headteacher.

The school operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment