

# Attendance Officer

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### Location

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To work at Hobart High School, Loddon, Norwich

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### Salary

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Scale E

Starting at point 7

37 hours per week

39 weeks per year (Term time plus one week)

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### Hours of Work

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Monday – Friday 8.00am – 4.00pm

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### Core Purpose

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This will be a role to work within the Guidance Team to promote excellent attendance, reduce levels of absence and work with students and families to improve attendance and punctuality.

To assist in the collation and reporting of information, with regard to attendance of students in order to inform school, staff, external agencies and Parents/Carers.

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### Reporting Lines

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Report to Assistant Head (Guidance)

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### Key Responsibilities

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- To liaise with school office and Guidance Team to ensure that all registers are completed and no missing marks or unexplained absences remain.
- To follow up concerns following absence line call's and ensure the school's policy of first day calling is actioned.
- Undertake home visits where necessary.
- To inform Heads of Year and SLT of any staff who fail to complete registers or where there are concerns with registers.
- To ensure all unexplained absences are accounted for or send letters to request an explanation.
- To follow attendance policy and send out letters or other communications as required.
- To prepare and attend targeted support meetings with Norfolk County Council Attendance Team.
- Attend network/webinar events with Norfolk County Council Attendance Team.
- Lead on medical needs referrals.
- Lead on joint medical protocol applications to medical professionals.
- Update statutory guidance/legislation relating to attendance and medical needs.
- Organise termly and end of academic year rewards for attendance.
- To assist in the production and interpretation of information relating to attendance patterns.
- To provide regular updates for staff on student attendance.
- To assist with the identification of students who will receive support and/or challenge in improving their attendance record.
- To work with parents/carers (and other agencies as needed) in improving their child's attendance.
- To lead and produce notes/minutes and targets for early intervention attendance support meetings.
- To work with (groups of) students to mentor and support attendance improvement.
- To liaise with members of the Guidance Team and tutors regarding attendance work undertaken and student's progress.
- To liaise with designated safeguarding colleagues.
- To assist with strategies to monitor and improve student punctuality.
- To regularly meet (weekly) Assistant Head (Guidance).
- To lead on the organisation of meetings related to the role
- To lead on the appropriate paperwork for fixed penalty notices/fast track.
- Typing up Letters/notes/minutes from key meetings.

- Maintain/update 'attendance' folder on the school network with relevant attendance documents.
- File attendance information on student files.
- Liaising with outside agencies.
- Liaising with Parents/Carers.

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### **Other Opportunities**

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- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

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### **Variations**

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- As a member of the staff of the school the post holder must respect confidentiality and act at all

times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills/GCSE in Maths and English (or equivalent NVQ 2 level) level of education</li> <li>• Good experience in general administrative work</li> <li>• First Aid Certificate or willing to undertake training</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in specific area in a working environment</li> <li>• Have knowledge of Health and Safety regulations/procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people in a pastoral support function within an educational setting/secondary school</li> </ul>
<b>Knowledge and Technical Skills</b>	<ul style="list-style-type: none"> <li>• Good ICT Skills including Microsoft Office 365 and other specialist equipment/resources</li> <li>• Ability to self-evaluate own practice/knowledge/learning needs and actively seek learning opportunities</li> <li>• Knowledge and understanding of and ability to apply positive behaviour management strategies</li> <li>• Good understanding of child development and learning processes</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies/codes of practice/legislation especially in attendance legislation</li> </ul>
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to working within set time constraints, prioritise and meet deadlines and organise workload</li> <li>• Able to work as a member of a team dedicated to delivering comprehensive support services</li> <li>• Able to relate to and assist school staff at all times</li> <li>• High professional and personal standards in both work and conduct</li> <li>• Openness to learning and change</li> <li>• Effective written and oral communication skills</li> <li>• Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice – in school training will be provided</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Full UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of data protection</li> <li>• Ability to work flexibly and outside of normal working hours if required</li> </ul>

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.