

# Attendance, Admissions and Welfare Officer

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### Location

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To work at Pakefield High School, Lowestoft, Suffolk

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### Salary

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Scale F (points 12 – 17)

Starting at point 12

39 weeks per year (Term time plus one week)

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### Hours of Work

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33 hours per week

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### Core Purpose

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To play a key role under the direction of the Assistant Head for Inclusion will work to promote excellent attendance, aiming to reduce levels of absence and work with students and families to promote high levels of attendance. To support others in helping to maintain and improve student standards, achievement and drive an ethos that is positive, celebratory and in line with that of the whole school.

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### Reporting Lines

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Report to the Assistant Head - Inclusion

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### Key Responsibilities

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#### Attendance

- Work closely with the Pastoral Team, parents/carers and students to improve levels of attendance within the school. Undertake thorough daily monitoring of years 7 to 11 attendance and liaise appropriately regarding students whose attendance levels are of concern. Raise attendance issues with parents/carers, including undertaking first day calling duties.
- Collate, maintain and update attendance data;
- Undertake home and school visits as designated by the Pastoral Team/Educational Welfare Officer;
- Monitor attendance information and identify patterns and key areas for concern for the Pastoral Team;

- Ensure all registers are completed and no missing marks or unexplained absences remain;
- Assist in identifying students who will receive support in improving their attendance record;
- Oversee the registering of students who are 'late';
- Follow the school policy on 'first day contact';
- Check and remind necessary staff to complete registers;
- Ensure all unexplained absences are accounted for or make contact with parents/carers requesting an explanation;
- Support in any appropriate legal action with Education Welfare Officer (EWO) to ensure the school is carrying out its statutory responsibility in respect of students.
- Be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input;
- Liaise and work with EWO as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations;
- Keep clear and concise records of all consultations and to write any other reports;
- Maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special educational needs in order to offer informed advice to parents, school staff, governors and others;
- Monitor attendance of vulnerable groups of students and liaise with the SENDCo;
- Timely input of information relating to absence i.e. exams, trips, sporting events, absence reports, medical appointments etc.;
- Provide absence information in a timely manner i.e. exams, trips, sporting events, absence reports, medical appointments etc.;
- Check accuracy and correct coding on registers;
- Print off official registers, including explained absences, to ensure at hand in the event of a fire;
- Ensure the attendance policy is adhered to, and that appropriate correspondence is issued where required.

#### Welfare

- To be a trained First-Aider and deal with injuries sustained by students by providing first aid or assessing injuries requesting medical assistance and keeping parents informed of sickness or injury if required.
- Ensure Administration of 'Medicines in school' is completed.
- Ensure that First Aid treatment is recorded electronically, and major incidents referred to the Head of School and to the CAT Health and Safety Manager.

- Check medications kept in school are in date and liaise with parents/carers when expiry is approaching.
- Give medication to any child required to take within the school hours.
- Assist with the management of the vaccination programme.

### General Administrative Duties

- Provide cover for reception duties as and when required;
- Provide additional administrative support to the school as and when required, as capacity allows;
- Undertake any other duties as may be reasonably requested.

### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Head of School.

### Other Opportunities

- Play an active role in school life and make a positive contribution to the ethos of the school.

- Actively participate in whole school CPD.
- Perform additional duties and tasks required for the effective operation of the school.

### Variations

- 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.
- Support the needs of the school, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- 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.

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or 4 or equivalent qualification or experience;</li> <li>• Educated to GCSE level (good grades in English and Maths);</li> <li>• Relevant administrative experience;</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification or training in school attendance interventions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good knowledge and experience of schools systems and an understanding of the issues affecting truancy and non-School attendance;</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using data/information systems, spreadsheets and word processing;</li> <li>• Experience of day-to-day use of Microsoft Office (including Word and Excel);</li> <li>• Some experience of working with young people (age 11 to 16) or within schools, working with students and parents;</li> <li>• Working successfully as part of a team which plans workload and has to respond to situations which arise;</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing with relevant attendance issues;</li> <li>• Understanding of potential barriers to attending school faced by young people;</li> <li>• Experience of school systems;</li> <li>• Knowledge of a range of school procedures.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to understand, interpret and follow systems, policies and procedures;</li> <li>• Ability to use initiative and problem solve;</li> <li>• Good numeracy skills; able to analyse and interpret data;</li> <li>• Ability to relate well to both children and adults; able to develop and maintain positive working relationships with students, their families, colleagues and other professionals;</li> <li>• Demonstrates tact and sensitivity where appropriate;</li> <li>• Excellent customer service skills; ability to relate well to parents and prospective pupils and to portray the school in a positive light;</li> <li>• Strong communication skills to exchange information with a range of audiences and professionals (e.g. staff, students, parents and other agencies);</li> <li>• Willing and able to use initiative and take action able to judge when to escalate issues;</li> <li>• Accuracy and attention to detail;</li> <li>• Excellent organisational skills; prioritise, manage own workload and work to deadlines;</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to make a proactive contribution to the work of the team in supporting students, parents and carers;</li> <li>• Ability to carry out duties with minimal supervision and direction.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Resourceful, proactive and resilient;</li> <li>• High standards of integrity and honesty;</li> <li>• Flexible, pragmatic and adaptable;</li> <li>• Hard working and conscientious; sets high standards for self and others;</li> <li>• Warm and empathetic;</li> <li>• Diplomatic and discreet;</li> <li>• Confident and calm under pressure;</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>• An understanding or willingness to learn of up-to-date safeguarding requirements and best practice.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• An understanding or willingness to learn of data protection.</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.

This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website