



Job Description

Attendance Officer

Principal Responsibilities

To manage the attendance administrative

Responsible to: The Headteacher

Duties and Responsibilities

- Managing the computerised registration system
- Monitoring registers and identifying patterns of concern
- Managing and co-ordinating daily calls to parents for attendance checking
- Contacting parents of children who are ill or in an accident in absence of Medical Officer
- Attend meetings with outside agencies and County officials, eg Education Welfare Officer
- Collating attendance information half termly for Year Heads, Senior Leadership Team and Governors
- Increasing the attendance of all students to above 96% attendance
- Meeting with students and parents to improve student attendance
- Presenting to staff on attendance trends and training staff to support attendance
- Continually looking to improve attendance procedures and systems
- Administering first aid in absence of Medical Officer

Skills Required

- Using Microsoft Word
- Proficiency with Excel
- Experience with SIMS software packages
- Managing Data
- Mathematical skills including ability to analyse data
- Attention to detail
- Full First Aid Certificate an advantage – Training available if needed
- Multi-tasking at speed
- People skills and holding to account

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date