

Ysgol John Bright

Attendance/Admin Officer

Job Specification



Ysgol John Bright

Attendance/Administrative Officer GO2 Responsible to Directors of Learning

Core Purpose

The Attendance Officer will work alongside key school staff to:
Promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance in order to support students to achieve their full potential.

Promote a positive attendance and punctuality culture.

Undertake general administrative and organisational tasks to support the five Directors of Learning

Key Accountabilities

Support for Students

- To organise, administer and record with accuracy student absence details.
- Work with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance.
- Interpret information relating to attendance patterns of students who may be experiencing attendance difficulties and identify key areas of concern for Behaviour and Wellbeing Managers, Directors of Learning, ESW, parents and carers and Assistant Headteacher.
- Manage late registration, identify continual punctuality issues and communicate with parents to improve student punctuality, liaising with Behaviour and Wellbeing Managers, Director of Learning and Tutors.
- Liaise with Multi-Agencies regarding any referred student absence

Support for the Teacher

- To support with data entry to ensure that the SIMs computerised information system is updated accurately.
- Monitor the completion of all registers to ensure that no missing marks or unexplained absences remain.
- Meet regularly with the Assistant Headteacher and ESW regarding student attendance.

Support for Families

- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school.
- Administer Holiday Request forms from parents. Send letters to parents if holiday has not been authorised.

Support for Student Outcomes

- To support students in achieving their full academic potential through the promotion of positive attendance and punctuality culture.
- To support students in improving their attendance record.
- Issue certificates for 100% attendance at the end of each half-term and the academic year.
- Promote and celebrate good attendance and the raising of standards.

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Support for the Curriculum

- Follow school policy of 'first day contact' within the school; prioritising contacting parents/carers of vulnerable students on the first day contact list on a daily basis to advise them of the student's absence.

Support for the School

- Contribute to the vision, ethos and aims of the school.
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, confidentiality and data protection, reporting all bullying, racism and radicalisation concerns to an appropriate person.
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of Ysgol John Bright.
- To support with data entry in ensuring that registers are up to date and accurately recorded.
- Obtain explanations for unexplained student absences in conjunction with tutors, and Directors of Learning.
- Follow Attendance Policy and conduct 'first day contact' and send out letters as required.
- Collate, maintain and update attendance data with responsibility for compiling reports on student attendance. Provide reports for Tutors, Behaviour and Welfare Managers, Directors of Learning, Leadership Team and Governors for termly attendance figures.
- Maintain and update list of vulnerable/Dual Registration and educated off-site students.
- Assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- Provide information/evidence for ESW Team for Court Proceedings/Penalty Notices.
- To support with reporting attendance levels and related information to parents, Governors, Local Authority and Welsh Government.
- To support with administration of Groupcall text messages for first day absences, adverse weather and other parental information.
- General administrative and organisational tasks.
- Assist with the organisation of Parents' Evening.

Continuing Professional Development

- Keep up to date with SIMs training
- Undertake any professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the appraisal process, evaluating and improving own practice.

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Duties and Responsibilities - Corporate

- To be responsible for establishing good working relationships both internally and externally.
- Compliance with the Authority's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.
- To participate actively in supporting the Authority's principles and practices of equality of opportunity as laid down within the Equalities Policy.
- To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole.
- Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.
- As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service.
- Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

Review Date/Right to vary

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.