METROPOLITAN BOROUGH OF KNOWSLEY

SCHOOL	ALL SAINTS CATHOLIC HIGH SCHOOL
POST TITLE	ATTENDANCE OFFICER
GRADE	G (SCP 19 - 22) 36 hours per week, 46 weeks per year
	Actual Salary £26,341 to £27,745
RESPONSIBLE TO	ATTENDANCE MANAGER & ASSISTANT HEADTEACHER

MAIN PURPOSE

To work alongside key staff and the School Attendance Service to reduce levels of unauthorised absence and under the direction of the Attendance Manager and Assistant Headteacher to promote whole school attendance strategies and to work with pupils and families to improve levels of attendance.

MAIN DUTIES

- To collate information with regards to the attendance of pupils who may be experiencing attendance difficulties in order to inform school, School Attendance Service and parents/carers.
- To work with identified individuals and groups of pupils, using regular attendance checks and contact with parents/carers and pupils to improve levels of attendance.
- To enhance the work of School Attendance Service by contributing to whole school attendance strategies and systems.

KEY TASKS

- To support the system of 'first day response' within the school.
- To support Year Teams in contacting all absent pupils on a daily basis and bring them to school where necessary.
- To undertake home visits as directed by the Attendance Manager and/or Assistant Headteacher.
- To assist key staff with the identification of pupils who will receive support in improving their attendance record.
- To work with parents/carers in improving their child's attendance record and liaising with key staff to coordinate parental support where appropriate.
- To work with a regular group of pupils using regular attendance checks and contact with parents/carers to improve levels of attendance.
- To collate, maintain and update attendance data and send communications to parents/carers as necessary.
- To work alongside school and School Attendance Service to share information to help determine appropriate levels of intervention.
- To liaise with the school's Safeguarding Team to report any concerns that arise as a result of closely working with pupils and their families.
- To attend parents' evenings.

Other Duties

- To undertake word processing and other ICT based tasks including the production of letters, reports schedules, etc.
- To accurately record all telephone conversations and meetings with parents/carers.
- To maintain computerised records and/or Arbor (Management Information System) and produce reports for key staff.
- To monitor to ensure that correct attendance codes are entered in Arbor.
- To provide general advice and guidance to staff, pupils and others in relation to attendance issues.
- To provide clerical support in relation to the production and distribution of specific materials e.g. school newsletters, school prospectus, etc.

- To undertake Reception duties, such as answering the telephone and face-to-face enquiries and signing visitors in and out, as necessary.
- To assist with first aid and break duties.

Support for the School

- To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To work as part of a team, appreciating and supporting the role of other people in the team.
- To establish own best practice and use it to support others.
- To attend and participate in meetings as required.
- To undertake personal development through training and other learning activities including performance management as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

Attributes	Competency
Qualifications, Knowledge and Training	**Essential** ● GCSE grade C/4 in English Language and Mathematics or equivalent Level 2 qualification in Literacy and Numeracy. ● Effective use of ICT. ● Ability to undertake further training and development as required. **Desirable** ● Relevant administrative qualification. ● Knowledge of Arbor or other school management information systems (MIS). ● Knowledge of the factors that can impact on school attendance. ● Knowledge of strategies to improve attendance. ● A good understanding of current legislation and guidance relating to school attendance. ● First aid knowledge/qualification.
Experience	**Essential** ● Experience of working with and/or caring for children. ● Ability to relate to others. ● Excellent communication skills, both verbal and written. **Desirable** ● Experience of working in an educational setting. ● Experience of working with young people to address attendance issues. ● Experience of home visits and working with families. ● Experience of working with external agencies. ● Previous care or medical experience.
Personal Qualities and Skills	**Essential** ● Ability to build positive relationships with pupils, parents/carers, colleagues and other professionals. ● Patience, enthusiasm and a caring nature. ● Flexibility, adaptability and the ability to remain calm under pressure. ● Strong organisational skills and the ability to prioritise tasks effectively. ● Ability to work effectively as part of a team and using your own initiative. ● Discretion and diplomacy when dealing with sensitive issues. ● A strong commitment to safeguarding and promoting the welfare of children and young people. **Desirable** ● Proficiency in data analysis. ● Full driving licence and access to a car.