Job Title: Attendance Officer/Administrative Support

School: Rayner Stephens High School

Department: Education – School Support

Responsible to: Attendance and Cover Manager /Deputy H.teacher/ Headteacher

Grade: Grade E - SCP 11-16 £21,113 - £23,135

Position: Term Time Only plus 5 days – 36 Hour per week

**PURPOSE OF POST:**

To be responsible for the administration of the school’s attendance systems and to work alongside learners, families and a wide range of professionals to ensure all learners at Rayner Stephens High School have excellent levels of attendance and punctuality.

To assist in the administrative function and information technology duties required for the effective functioning of the school as a whole. To assist with cover as and when required by the Attendance and Cover Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Improving school attendance through the effective monitoring of attendance.
* Improving the attendance of all learners, especially those who have been or are at risk of being classified as Persistently Absent through deploying appropriate actions.
* Promote positive attitudes towards good school attendance.
* Manage and enact the school’s first day response processes to absence, liaising with parents, colleagues and other agencies colleagues to ascertain reasons for learner absence. Chase up reasons for absence using agreed systems.
* Ensure that school registration systems are correctly administered and report on the quality of the registers.
* Maintain accurate records pertaining to attendance.
* Provide regular reports on attendance.
* Liaison with learners, families and professionals about attendance.
* Casework – including letters, home visits, telephone calls, external agency liaison – in relation to learners’ attendance.
* To make supervised contact with families in their own homes and elsewhere. Ability to drive and use of own vehicle would therefore be desirable.
* To administer the school’s Attendance Policy, Child Missing from Education, Elective Home Education and Penalty Notice Fine referral processes.
* To administer the leave of absence requests.
* Perform regular post-registration truancy checks.
* Regular liaison with the LA’s Education Welfare Service.
* To have an awareness of and comply with the school’s safeguarding policy and systems.
* Keep accurate records of interventions with learners, families and other professionals.
* Have an awareness of education policy and guidance in relation to school attendance.
* Be the daily contact for any attendance issues in school.
* Provide regular updates to stakeholders on attendance.
* Make contact with feeder primary schools and gain any relevant information about the attendance records of new learners.
* Manage records pertaining to learners arriving and leaving school site during the course of the school day.
* Manage records pertaining to the attendance of learners who attend off site provision
* Produce attendance data analysis reports for the senior and pastoral teams.
* Ensure fire registers are accurate and available.
* Provide admin support as appropriate to the wider team.
* Provide Admin assistance for cover when directed by your Line Manager, Attendance and Cover Manager.
* Coordinating and maintaining the whole school detention processes and ensuring all appropriate communication.
* Attend and participate in regular school meetings.
* Participate in training and other learning activities as required linked to performance
* management.
* Undertake first aid training and support with the administering of first aid to students when required.

**KEY REQUIREMENTS**

* Ability and willingness to work constructively and effectively as part of a team.
* Ability to use own initiative and to be flexible in your approach to all duties.
* Willingness to undertake appropriate training.
* Knowledge of a school environment, experience within this type of role and use of SIMS and ClassCharts would be advantageous but not essential as full training will be provided.
* Excellent numeracy and literacy skills.
* Competent in effective use of ICT and a wide range of office applications.
* Ability to relate well to a number of different visitors to the school and act in a professional manner at all times.
* Ability to relate well to learners and their families.