RIDGEWAY ACADEMY – JOB DESCRIPTION
Attendance Officer

Job Title: Attendance Officer

Grade: H4

Hours: 32.5 hours per week, term time only

Responsible to: Business Manager via Deputy Headteacher

Main purpose of job:

- The core work of Student Attendance led by Deputy Headteacher.

Main areas of responsibility:
- Manage student attendance effectively and efficiently
- Receiving telephone calls from parents/carers related to absences/lateness
- Effectively organising and implementing all administrative tasks pertaining to lateness and contacting all parents on a daily basis.
- "First day absence" contact for students not in and for all persistent absentees (< 90% attendance). Sharing of information with relevant staff using school's communication systems
- Maintain the school's attendance action tracker
- Carry out attendance audit each period to identify missing students
- Produce reports and rewards awarding students and tutor groups for 100% attendance
- Ensuring all relevant information regarding absence/lateness is entered on Bromcom and all registers are kept up to date and disseminated to all relevant stakeholders
- Send attendance concern letters as appropriate
- Maintain and manage all information systems that relate to attendance, including maintaining records for open cases
- Complete and return necessary paperwork for students removed from roll
- Produce attendance data for termly awards
- Provide general clerical and administrative support related to attendance and punctuality, e.g. photocopying, filing, faxing, completing routine forms, responding to routine correspondence etc.
- Provide general advice and guidance to staff, students and others
- Produce a daily Absence Report for staff in Excel, detailing student's reason for student absence

Person specification
- Good interpersonal skills and an ability to communicate with a wide range of people
- A flexible and adaptable approach to working in a very busy environment
- Good IT skills including working knowledge of Word, Excel and Bromcom student database
- Ability to work with minimal supervision under pressure and as part of a team
- First Aid qualification or willingness to train
- The ability to maintain confidentiality

Additional Information
This is a key role within the school which is likely to involve access to highly confidential information and will require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.

Attendance Officer

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date