



City of Derby Academy

Attendance Officer

Required to work 25 hours per week (8:00am – 1:00pm) 39 weeks per year

QEGSMAT is seeking to appoint an enthusiastic, supportive and well organised person to work alongside a team of dedicated support staff, providing a professional frontline service to students, parents and visitors, and be responsible for all aspects of pupil attendance.

It is necessary for the jobholder to have excellent communication skills, be organised, able to meet strict deadlines, to work on their own initiative and have attention to detail.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit www.qegsmat.com where you will also find the job description and application forms. Alternately, you can contact us at hr@qegsmat.com.

Closing date for applications: Thursday 12th July 2018 Noon

Interview date: Wednesday 18th July 2018

Salary: Scale 4 – £17,858 – £19,902 (pro-rata £10,159 - £11,321)

Start date: 1st September 2018



JOB DESCRIPTION

Post Title: Attendance Officer

Responsible to: Pastoral Deputy

Scale: Scale 4

Weeks Per Annum: 39

Post Objectives: Support the academy in improving attendance and therefore outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic well-being. It will be necessary to work with information technology and associated systems in accordance with school policies.

ROLES AND RESPONSIBILITIES

Student Attendance

- Be the public face of good attendance at the beginning of the day ensuring students are in to school on time.
- Coordinate the attendance team of Deputy Heads of Year and Education Welfare Officer.
- Receive telephone calls and messages from parents/carers reporting student absence, to challenge if appropriate and update the school's management information system (MIS) accordingly;
- Inform Child Protection Officer/Designated Safe Guarding Lead of any absence of children on Child Protection plans immediately.
- Register students arriving late;
- Ensure the school's signing in and out procedures are adhered to with regard to both students and staff;
- Ensure registers are completed accurately and on time, liaising with staff as necessary;
- Follow up unexplained student absence with parents/carers in a sensitive and timely manner;

- Follow up lateness to school in accordance with the school strategy and the Deputy Heads of Year; meeting parents as necessary.
- Process all student leave of absence applications in line with the school's attendance policy;
- Process leave of absence requests from students;
- Contribute to the school attendance plan;
- Monitor attendance and provide accurate and timely reports to staff, the Senior Leadership Team, the Governing Body and the Local Authority;
- Liaise with the Education Welfare Officer and direct her home visits to persistently absent (PA) children.
- Visit the homes of children who are vulnerable/PA or approaching that threshold; to have conversations with parents about the need for good attendance ie above 96%.
- Communicate effectively with staff, students, parents and outside organisations on attendance matters;
- Develop and maintain positive relations between the school, parents and students; inviting parents to meetings in school to discuss attendance.
- Liaise with the Education Welfare Service as required;
- Adhere to the school's attendance policy and encourage all staff to do the same;
- Train and support staff in the use of systems regarding attendance;
- Ensure the school complies with legislation regarding attendance;
- Keep abreast of new regulations and initiatives regarding attendance and to communicate these to staff, the Senior Leadership Team and the Governing Body.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe General Data Protection Regulations (GDPR) and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children initiatives;
- Accept the need for flexible working
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;

- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



PERSON SPECIFICATION

Attendance Officer

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Excellent communication skills both verbal and written • Systematic and practical with strong organisational skills • Self-motivated with the ability to manage time effectively and prioritise workload • Able to work under pressure and to meet deadlines • Proficient user of ICT including Microsoft Word and Excel • Practical and resourceful with a flexible approach to work • Calm, patient and approachable in all situations with a strong customer care focus • Effective communications skills • Ability to work as part of a team or independently • Ability to relate to both adults and students • Able to deal with confidential information in a sensitive manner 	
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of the importance of regular student attendance and issues around non-attendance 	<ul style="list-style-type: none"> • Knowledge of attendance legislation

EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a busy office environment fulfilling a range of administrative duties 	
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE (or equivalent) Grade C or above in English and Mathematics • Involvement in recent, relevant professional development • Willing to undertake further professional development 	<ul style="list-style-type: none"> • First Aid
QUALITIES	<ul style="list-style-type: none"> • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self-motivated • Ability to develop and maintain effective working relationships within differing contexts 	

Print Name _____

Signature _____

Date _____