



## **Attendance Administrator**

**City of Derby Academy**

**Permanent**

**37 hours per week, 39 weeks per year**

**Scale 4 - £20,610 - £22,040 Pro Rata (£24,294 - £25,959 FTE)**

QEGSMAT are seeking to appoint an enthusiastic Attendance Administrator to join our hardworking and high achieving team at the City of Derby Academy.

We are looking for an enthusiastic individual who is looking to support the academy in improving 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.

City of Derby Academy is a vibrant and successful school with the vision of 'improving the life chances of all students'. We do this by providing engaging and enjoyable learning experiences over a broad and balanced curriculum. The key to our success are our passionate staff who work with our students to develop personal and academic success.

As a proud member of QEGSMAT, the Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.

- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450. Further details about our school can be found on our website <https://www.cityofderbyacademy.org/>

To apply for this position, please visit: [www.qegsmat.face-ed.co.uk/vacancies](http://www.qegsmat.face-ed.co.uk/vacancies) where you can apply.

**Closing date for applications:** 14<sup>th</sup> February 2024

**Interview date:** TBC

**Salary:** Scale 4 - £20,610 - £22,040 Pro Rata (£24,294 - £25,959 FTE)

**Potential Start date:** ASAP



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Attendance Administrator</b>
<b>Reporting to:</b>	<b>Deputy Headteacher</b>
<b>Responsible for:</b>	<b>School Attendance/Administration</b>
<b>Scale:</b>	<b>Scale 4 - £20,610 - £22,040 Pro Rata (£24,294 - £25,959 FTE)</b>
<b>Disclosure Level:</b>	<b>Child Workforce - Enhanced, Childs Barred list</b>

### **PURPOSE OF THE POST:**

Responsible for whole school attendance ensuring that the academy complies with legislative requirements and identifying and implementing effective strategies to improve.

### **Main Duties:**

- Ensure the academy complies with current legislation regarding attendance, punctuality and the 'school roll'.
- Work closely with students and parents/carers to support improving attendance.
- Implement the academy's strategies to ensure regular and punctual attendance so that all students can achieve their full potential.
- Work with internal and external stakeholders to ensure that strategies and processes are implemented effectively.
- Prepare and disseminate attendance related updates, reports, records and logs for internal and external stakeholders as necessary.
- Monitor attendance, absence, punctuality and truancy data on a regular basis ensuring accuracy of reporting.
- Ensure all students are registered accurately (including isolation, trips, alternative provision, etc).
- Chase incomplete registers to ensure accuracy, liaising with staff as necessary.
- Identify students who require support and families who require additional support.

**Home Liaison:**

- Promote positive attitudes by students and their parents/carers towards education and raise awareness of the importance of attendance and punctuality.
- Develop and maintain positive relations between the school, students and their parents/carers.
- Ensure that parents/carers are made fully aware of their legal responsibilities, and possible interventions/consequences where there is persistent absence; issue warning letters as required.
- Arrange and make home visits and/or attend meetings at school or off site with parents/carers as required.
- Challenge unexplained absence, lateness and truancy with parents/carers in a sensitive but professional manner.
- Proactively and tenaciously explore strategies to engage 'harder to reach' families and support them in improving student attendance.
- Complete and make the relevant checks for students who may require a Child Missing in Education referral, ensuring accurate documentation and filing of all information.
- Process Elective Home Education (EHE) applications, ensuring we advocate that full-time education is the best option for students; where necessary complete all Elective Home Education paperwork and liaise with the DSL and relevant external agencies including social services and the Education Welfare Services.
- Maintain accurate, clear and concise records and logs of all interactions and interventions with students and their parents/cares (which may be required to inform multi agency meetings to support children's attendance, welfare and safeguarding).
- Maintain a good working knowledge of statutory frameworks and guidance relating to school attendance in order to be able to offer informed advice to parents/carers.

**Team working (internal):**

- Support the academy's senior leadership, safeguarding, pastoral and administrative teams, SENCO in their efforts to improve and maintain expected levels of attendance and punctuality.
- Assist with the development and implementation of strategies and interventions to improve attendance and punctuality, including rewards.
- Arrange and support attendance meetings with parents/carers and subsequent interventions e.g. attendance plans with clear actions and timescales.
- Inform the safeguarding team of any absence of children on Child Protection plans immediately.
- Communicate effectively with staff on attendance matters.
- Train and support staff in use of attendance systems and processes, and provide ongoing support and advice.
- Foster positive working relationships with colleagues.
- Maintain a good working knowledge of statutory frameworks and guidance relating to school attendance in order to be able to offer informed advice to internal stakeholders.
- Attend parent facing events as necessary.

**Team working (external)**

- Represent the academy, liaise and attend meetings with external stakeholders and agencies as required to support students in successfully improving their attendance e.g. directing Education Welfare Officers to conduct home visits of persistently absent (PA) students.
- Prepare and disseminate accurate chronologies and other documentation to facilitate parenting contracts, education supervision orders, penalty notices, attendance prosecutions, or parenting orders as appropriate.

**Methods of working:**

- Maintain confidentiality and observe General Data Protection Regulations (GDPR) and associated guidelines where appropriate.
- Carry out the duties of the post in compliance with statutory guidance and the academy's policies.
- Accept the need for flexible working, including during holidays as appropriate.
- 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 Administrator

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>	GCSE Maths and English Grade C or equivalent	Evidence of relevant CPD  First aid trained	Certificates
<b>Experience</b>	Experience of working in a busy office environment fulfilling a range of administrative duties	Working with young people and their parents/carers  Education Welfare / Family Support work or equivalent	Application form/Interview
<b>Skills</b>	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	Working with school Management Information Systems (MIS)	Application form/Interview

	<p>Ability to relate to both adults and students</p> <p>Able to deal with confidential information in a sensitive manner</p> <p>Must hold full UK driving licence for home visits</p>		
<b>Knowledge</b>	<p>Knowledge of the importance of regular student attendance and punctuality and issues around absence and truancy</p>	<p>Knowledge of strategies to improve attendance and punctuality</p> <p>Knowledge of school attendance legislation</p>	<p>Application form/Interview</p>
<b>Personal qualities</b>	<p>Self-motivated</p> <p>Flexible</p> <p>Resilient</p> <p>Enthusiastic</p> <p>Committed</p> <p>Ability to form and maintain appropriate relationships and boundaries with young people</p>		<p>Application form/Interview</p>

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_