

JOB DESCRIPTION

ROLE TITLE	Attendance Administrator
CONTRACTED HOURS	Part Time 15-20hrs /38wks
LOCATION	Langer Primary Academy
GRADE / SCALE POINT – SALARY	Grade 4 (below bar)
REPORTING TO	Headteacher

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, Unity Schools Partnership works collaboratively to deliver the highest standards of education.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by its values:



The vast majority of the Trust's schools are successful and well-performing, judged 'Good' and 'Expected Standard' by Ofsted. The ambition over the next three years is that schools across the Trust become routinely 'Strong', characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

Excellent education – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

Excellent staff – We are committed to recruiting, developing and retaining great people, creating clear pathways for internal progression and ensuring Unity Schools Partnership is an excellent place to build a career in education.

Excellent support for schools – at the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools.

JOB PURPOSE

1. To contribute to raising achievement by improving School attendance.
2. To provide a specialist service to support the School in raising attendance, investigating persistent absences and improving punctuality.
3. To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.

KEY TASKS & RESPONSIBILITIES

Attendance support

1. Advise the School on strategies to promote regular and punctual student attendance, and assist with the implementation of those strategies.
2. Meet with School staff, students and parents to identify barriers to attendance and explore possible solutions where necessary.
3. Investigate reasons for non-attendance and ensure all attendance records are accurate, complete and up to date.
4. Initiate appropriate legal action in partnership with the Education Welfare Service (EWS) to ensure the School meets its statutory duties. This may include presenting evidence or requesting the issue of Penalty Notice fines.
5. Liaise and work collaboratively with EWS and other professionals, including Police, Social Care and health agencies, as required.
6. Use School IT systems (e.g., Arbor) to record, monitor and analyse attendance data; produce statistical and narrative reports for senior leaders, line managers and other professionals as needed.
7. Manage and prioritise own workload to meet service and statutory requirements.
8. Maintain up-to-date knowledge of the statutory framework relating to school attendance, and liaise with senior managers responsible for child employment, child protection and SEND to provide informed advice to parents and professionals.
9. Contribute to initiatives that raise awareness among staff, parents and the wider community of the importance of good school attendance.
10. Process leave of absence requests and Fixed Penalty Notice referrals in line with School and local authority procedures.
11. Build trusting relationships with parents and pupils to help support their needs
12. Work alongside colleagues to assess the needs of the families referred for support and participate in the reviews and evaluation of the support

13. Plan creative and innovative responses to families' needs and keep high-quality records and assist with the preparation of reports
14. Work proactively with families of pupils with low attendance to identify barriers and implement supportive interventions.
15. Liaise with external agencies, including Citizens Advice Bureau, to support families in accessing additional advice and services.

General Responsibilities

1. Carry out general administrative tasks in the main office as directed by the Office Manager.
2. Assist on Reception when required and be based in the front office while undertaking those duties.
3. Handle parent enquiries regarding School communications, including arranging access and PIN resets for relevant systems.
4. Take responsibility for own continuous professional development and engage fully in learning and development opportunities.
5. Participate constructively in performance management and professional review processes, maintaining appropriate records of professional development.
6. Maintain consistently high standards of professional conduct, discretion and professionalism in all dealings with pupils, parents/carers, colleagues, external agencies and visitors.
7. Handle information relating to pupils, staff and the Trust with appropriate confidentiality and in accordance with data protection requirements.
8. Act as a positive ambassador for the school and the wider Trust, upholding and promoting its ethos, values and reputation.

The duties and responsibilities outlined above are not exhaustive. The post holder may be required to undertake other reasonable duties commensurate with the role, as directed by the Headteacher or a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework to support effective practice and professional development. This job description may be reviewed and amended, following consultation, to reflect the changing needs of the school and the Trust.

Additional safeguarding responsibilities (in line with this role)

This post does not carry the statutory responsibility of the Designated Safeguarding Lead (DSL); however, the post holder will support the DSL/SLT with agreed safeguarding processes (including information gathering, record keeping, and multi-agency working) in line with school and Trust policies.

1. Act as an early-alert professional by recognising that patterns of absence (including being persistently or severely absent) may indicate safeguarding concerns, and escalate concerns promptly in line with the school's safeguarding policy.
2. Respond to and report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL), including completing timely, factual, and objective records on the school's safeguarding system (e.g., CPOMS) in line with local recording expectations.
3. Maintain professional curiosity and appropriate challenge when information is unclear or concerning, and follow up actions to ensure concerns are understood and addressed.
4. Contribute to Early Help processes by supporting assessments, attending Team Around the Family/Child meetings, and coordinating agreed actions with families and partner agencies under the direction of the DSL/SLT.
5. Undertake safe and planned home visits where required, following lone working and risk assessment procedures, and ensure any safeguarding concerns arising from visits are recorded and reported without delay.
6. Work in partnership with the DSL to support children who are missing education or at risk of becoming children missing education (CME), including supporting the timely gathering/sharing of information with relevant agencies in line with information sharing guidance.
7. Support safeguarding practice in relation to specific vulnerabilities linked to attendance (e.g., neglect, child exploitation, domestic abuse, mental health, young carers, and harmful online influences), ensuring children's welfare remains paramount.
8. Model safe working practice and uphold professional boundaries, including appropriate use of communication channels, record keeping, and confidentiality.
9. Work with colleagues to promote safeguarding awareness with families, including signposting to support services and reinforcing the school's expectations around attendance, wellbeing, and safe online behaviour.
10. Attend safeguarding training (including updates) as required, keep knowledge current, and reflect on practice to ensure compliance with statutory guidance and school/trust procedures

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder, under the guidance of the Executive Headteacher / Headteacher / Head of School, will be responsible for safeguarding and promoting the welfare of all children and young people with whom they come into contact, in accordance with the Trust's and the school's safeguarding and child protection policies.

Appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check and other relevant preemployment checks.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	GCSEs (or equivalent) in English and Maths	Training, or willingness to undertake training, in safeguarding and child protection, attendance legislation and statutory guidance, data protection and GDPR.
Skills and Knowledge	Understanding of the importance of school attendance and its impact on attainment and safeguarding Excellent verbal and written communication skills Ability to speak confidently with parents, students, and professionals Strong organisational and time-management skills Ability to analyse attendance data and identify trends Accurate and efficient record-keeping Ability to work independently and manage own workload Confident using IT systems, spreadsheets, and reporting tools Problem-solving and decision-making skills Ability to remain calm and professional under pressure Knowledge of: • Statutory requirements relating to school attendance • Education Welfare processes (e.g Penalty Notices, legal intervention) • Safeguarding and Child Protection procedures • Confidentiality and data protection (GDPR)	Familiarity with: • School attendance coding • Attendance monitoring strategies • Common barriers to regular attendance

Experience	Working directly with children/young people and families, including engaging hard-to-reach families Supporting attendance/punctuality improvement through targeted intervention and follow-up Managing sensitive and challenging conversations (e.g., persistent absence, safeguarding, professional boundaries) Producing data reports and maintaining accurate, timely records and case notes Working within confidentiality, information sharing and data protection requirements	Liaising with external agencies (e.g., Social Care, EWS, Police) Working in a school, education, youth work, or safeguarding environment Using school MIS systems (e.g., Arbor, SIMS, CPOMS) Working with children and families to resolve difficulties Managing sensitive or challenging conversations
Aptitudes / Personal Qualities	Strong commitment to safeguarding and child welfare Professional, approachable, and empathetic manner Persistent and resilient when addressing attendance issues Ability to build positive relationships with families High level of confidentiality and integrity A positive and proactive attitude Willingness to learn and adapt Reliable and punctual	Culturally aware and able to work effectively with diverse communities Able to use professional curiosity and appropriate challenge to secure positive outcomes Confident in working to deadlines and maintaining high standards of accuracy and compliance Solution-focused and able to work collaboratively across teams and agencies
Safeguarding Commitment	Articulate a commitment to safeguarding and suitability to work with children and young people.	Confidence in maintaining professional boundaries and keeping children's welfare as the paramount consideration
Other Requirements	Enhanced DBS	Full UK driving licence and access to a vehicle (if travel between sites/home visits is required) Willingness to work flexibly, including occasional early/late appointments to meet families' needs

		Ability to conduct home visits and attend multi-agency meetings as required
Values & Ethos Alignment	Alignment with Unity Schools Partnership and our Schools values and ethos.	