Job Title: School Attendance Administrator

Reports to: Office Manager/Headteacher

Job Purpose:

To manage the school's attendance processes, ensuring compliance with legal requirements and school policies. To provide efficient and effective administrative support related to student attendance, contributing to a positive and supportive school environment.

Key Responsibilities:

Attendance:

- **Monitoring and Recording:**
    - Maintain accurate and up-to-date attendance records for all students using the school's management information system (MIS) Arbor..
    - Monitor daily attendance and identify patterns of absence and lateness.
    - Generate attendance reports for school management, staff, and external agencies as required.
- **Attendance Improvement:**
    - Contact parents/carers regarding student absences, following up on unexplained absences and lateness.
    - Work with students and families to address attendance issues, providing support and advice.
    - Implement and monitor attendance improvement strategies.
    - Liaise with external agencies, such as the Education Welfare Officer, to address persistent absence.
    - Organise and support attendance meetings with parents/carers and students.
    - Process and manage leave of absence requests.
- **Legal Compliance:**
    - Ensure compliance with all relevant attendance legislation and school policies.
    - Maintain accurate records of attendance interventions and communications.

General Responsibilities:

- Provide administrative support to the school office as required.
- Maintain a professional and welcoming demeanor when interacting with students, parents/carers, and visitors.
- Stay up-to-date with relevant legislation and best practices.
- Attend relevant training and development sessions.
- Other administrative tasks as required by the head teacher or office manager.

Education/Qualifications	Desirable	Essential
A minimum of grade C or above in Maths and English (or equivalent qualifications)		X
A good standard of general education, in particular, the ability to write to a high standard of literacy and develop reporting writing skills		X
Good level of IT competence		X

Experience & Knowledge	Desirable	Essential
Knowledge of school's behaviour and management policy and procedures	Training provided in school	
Knowledge of school's fire and emergency procedures		
Knowledge of Child Safeguarding procedures		
Experience of working with children and within a school attendance related service	X	
Up-to-date knowledge of attendance regulations	X	
An understanding of the issues affecting non-school attendance	X	
An understanding of issues that may affect a pupil's ability to attend school	X	
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes	X	
Working with professionals and other agencies and in a multi-agency context	X	
Previous experience of Arbor Attendance	X	

Skills and Abilities	Desirable	Essential
Well-developed administrative and organisational skills		X
Ability to cope with stressful/conflict situations		X
Ability to manage home visits	X	
Sensitivity in dealing with confidential issues		X
Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met		X
Good communication skills, both written and oral, with both adults and young people		X
Personal credibility to deal with a wide range of stakeholders and represent the school in dealing with external representatives		X
Able to work on own initiative as well as in a team		X
Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups		X
Maintain a professional and positive manner		X

Safeguarding and Special Requirements	Desirable	Essential
Asset Education Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical questionnaire and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
Asset Education Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X