



## **Job Description**

<b>Job Title:</b>	Attendance Officer
<b>Grade:</b>	Grade 4 (Spine Points 5 & 6)
<b>Work Pattern:</b>	Part Time (Term Time - 39 weeks)
<b>Reports To:</b>	Vice-Principal

### **Main Duties and Responsibilities**

- To ensure all attendance registers are completed and no missing marks or unexplained absences remain, including those for pupils who are off site.
- To check and remind any necessary staff to complete registers.
- To ensure correct coding on registers before printing off official registers and filing away on a termly basis.
- To update necessary school records and/or documents, e.g. SIMS, spread sheets, etc, and maintain filing systems.
- To monitor attendance and punctuality and create reports using the SIMS system.
- To request, collect and maintain records of medical evidence.
- To conduct daily attendance and punctuality checks.
- To meet with parents and carers to address attendance or punctuality issues.
- To carry out accompanied home visits.
- To supervise any uncollected pupils and follow School Policy to support families in ensuring prompt collection at end of school day.
- To work in conjunction with the EWO, HSSW, SENCO and Vice-Principal to promote good attendance and to support strategic approaches to improving attendance and punctuality.
- To work in conjunction with Class teachers to promote good attendance and to support strategic approaches to improving attendance and punctuality.
- To develop an awards programme for good attendance. To promote good attendance through marketing and group meetings.
- Produce regular reports to Stakeholders including a Termly Governor report and annual Attendance Review
- Work with SENCO to set up and maintain Pupil Health Care Plans



- Work with Admin Team and Pastoral Team to book school nurse for Flu vaccinations/ height and weight sessions and support the organisation of this on the dates in school.
- To carry out any other duties which may be reasonably associated with this post.

### **Additional duties**

- Comply with the Code of Conduct, and all policies and procedures of the MAT and the school, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Drapers' Multi-Academy Trust, following appropriate consultation.