

## JOB DESCRIPTION

<b>POST TITLE:</b>	Attendance and Data Officer
<b>STATUS:</b>	Term Time plus 5 days, 36 hours per week, Fixed Term
<b>SALARY:</b>	SC6
<b>LINE MANAGER:</b>	Student and Data Services Manager

### **Core Purpose**

- To raise attendance and punctuality across the School, to measure attendance and punctuality and to innovate strategies for improving attendance and punctuality.
- To support the school's Data Manager to provide a data management and Information service to the school and its stakeholders.

## DUTIES AND RESPONSIBILITIES

### **Responsibilities**

#### Commitment to the importance of good attendance

- Promote a positive image of education in the wider community through contacts with families and pupils.
- Promote an expectation of good attendance with pupils, colleagues and families.
- Take an active role in assemblies that recognise good or improved attendance.
- Build positive working relationships with colleagues, pupils and families.
- Promote and develop effective school attendance policies and procedures.
- Work in liaison with the school attendance administrator, school staff and education welfare service to provide attendance monitoring and support.
- Work directly with targeted pupils and their families who have poor attendance, including class provision to support good attendance.

#### Core

- Manage 'late gate' in mornings, record students who arrive late for school and take appropriate action.
- Pick up messages from attendance line and action accordingly.
- Maintain registers and input any paper registers electronically if necessary.
- Update attendance daily with absences, late pupils and any students sent home ill or with an appointment necessitating them leaving the premises.
- Be responsible for the collection and distribution of relevant registers, signing in books and late books during Fire Drills.
- Monitor attendance of college cohort and report anomalies to SLT or line manager.

- Take part in Attendance and Punctuality working party.
- Work with AHoS, ensuring phone calls home made where required to keep school absences to a minimum.
- Provide Tutors and Head of Year with weekly unauthorised absences, lates and percentage attendance every Friday.
- Run ad hoc attendance reports as required by internal or external requestors.
- Provide attendance statistics and returns as and when requested.
- Create termly and weekly attendance reports and letters for parent and carers.
- Prepare attendance information for the end of term rewards assemblies.
- Prepare end of year individual attendance reports for Head of Year and storage in student files.
- Maintain student Free School Meal data in SIMS.
- Proactively track attendance data and make referrals to Tutors or Heads of Year for attendance monitoring after two weeks tracking.
- Run attendance clinics with Heads of Year to improve students with poor attendance and punctuality.
- Support and work with the Attendance service at the Learning Trust to identify and support poor attendees.
- Answer parent queries regarding their child's attendance.
- Operate Groupcall system as required for parent attendance communications.
- Proactively seek ways to increase registration completion by staff, developing strategies and sharing them with line manager and SLT.
- Maintain and update weekly attendance and punctuality display board.
- Record leavers on SIMS and liaise with Admissions Officer regarding subsequent required actions.
- Provide attendance grids to accompany assessment reports or for parents evenings as required.

## Data and Other

- Provide support for basic 'day to day' data tasks (e.g. new user creation, detention management).
- Action class and group changes. (Whole Team responsibility).
- Provide 'Data Sheets' as required (e.g. for lesson observations). (Whole Team responsibility).
- Provide student services from hatch. (Whole team responsibility).

## General

- Provide training on areas of expertise to colleagues and other school staff as required.
- Actively adhere to school and external policies, including but not limited to those relating to data protection, child protection, health and safety and security.
- Undertake continuing professional development to keep skills up to date.
- Undertake First Aid duties where required by the School and to be prepared to attend First Aid training to this end.
- Undertake any other duties as reasonably requested by Line Manager, the Head teacher or other members of SLT.

## **Duties**

- Carry out and / or delegate tasks required to ensure that all job responsibilities are fulfilled.
- Maintain knowledge of all school policies related to the job role including but not limited to Health and Safety and Equality.
- Proactively ensure that all skills essential for the post are kept up to date.
- Keep up to date with and react to changes in local and national education policy that could have an impact on the role and its responsibilities.
- Undertake any other duties as reasonably requested by the Head teacher or the Deputies.
- Undertake fire warden duties if required by the School

Whilst every effort has been made to set down the main responsibilities and duties of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school and Hackney Learning Trust policies.

Signed:..... Date .....

Head teacher

Signed:..... Date .....

Business Manager

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date.....

Attendance and Data Officer

## PERSON SPECIFICATION

### **(Essential)**

- Educated to GCSE Level or equivalent (inc English and Maths)
- Proficient in the use of internet, intranet and MS Office applications.
- Experience of working in an education environment.
- Excellent working knowledge of SIMS
- Ability to communicate accurately, both orally and in writing, including producing complex reports, letters and minutes.
- Ability to build effective working relationships with staff, pupils and parents.
- Ability to organise own workload and work under pressure.
- Ability to use initiative to achieve deadlines and manage conflicting priorities.
- Ability to work as part of a team.
- Ability to maintain a high level of confidentiality and use discretion when dealing with sensitive information.
- Commitment to delivering a quality, customer focussed service.
- Commitment to Equal Opportunities and other school and LEA policies.
- Ability to travel within the borough to other education locations and events.

### **(Desirable)**

- Educated to GCE A Level or above.
- Have a strong commitment to furthering equalities in both service delivery and employment practice.