

## JOB DESCRIPTION

### EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

<b>Post</b>	Attendance Administrator
<b>Grade</b>	Scale 4
<b>Responsible to</b>	Attendance Officer
<b>Responsible for</b>	As explained on job description
<b>Working hours</b>	35 hours per week; 39 weeks per year; 8:00am to 4:00pm

Everyone at Thomas Tallis works to fulfil our School Plan.

We expect staff to:

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning
3. To stimulate a love of knowledge in our young people
4. Unlock and develop their creativity and independence
5. Demonstrate that learning continues well beyond lessons.
6. Develop the Thomas Tallis Habits of Mind in all lessons so that young people are inquisitive, collaborative, persistent, disciplined and imaginative.

#### Job Description

#### Attendance Administrator

##### Purpose

- To provide effective admin to support the monitoring of whole school attendance, persistent absence and punctuality
- To be a member of the attendance team and undertake duties as required

##### Ethos

1. To create a positive relationship with staff, students, parents and external agencies.
2. To develop a sense of community which reflects the school's values
3. To work professionally in a team environment
4. Proactively to help develop and maintain good order in the school

##### Specific Responsibilities

##### Attendance

5. To ensure all registers throughout the school day.
6. Ensure parents are contacted for those students with missing mark by 10 am each day.
7. To enter attendance and late marks as required.
8. Track and monitor attendance for all students in Years 7 to 11.
9. To also send the attendance/punctuality alerts to families
10. To meet regularly with the attendance team

11. Produce Weekly Dashboard Report for Attendance Officer
12. Produce Percentage/Sessions report for Attendance Officer
13. Send letters home on a weekly basis to those students on the Fastrack List

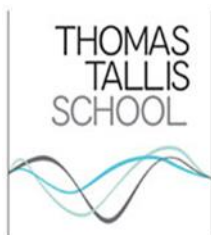
**Other Key Duties**

14. To cover for the absence of the Cover Manager by organising the daily cover arrangements for absent teachers as required.
15. To assist in updating student records as required.
16. To provide assistance in preparing for parents/open evenings/RTSA events.
17. To support at least one parents evening per year, for which additional payment will be made.
18. To attend the school's main Open Evening in September.
19. To attend and participate in relevant meetings as required.
20. To undertake professional development as identified in the staff review process.

**Additional Duties:**

21. To carry out additional duties, as the DHT Inclusion/Office Manager may reasonably request.
22. To comply with the school's Safeguarding Policy and ensure the welfare of students you have responsibility for and for those whom you come into contact with.
23. To comply with the school's Health & safety Policy and to undertake risk assessments as appropriate.
24. To work within the school's Equality and Diversity Policy.
25. To ensure that the spirit of the school equal opportunities policy is implemented.

*CC 09/2022*



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**Person Specification:** **Attendance Administrator**

	Essential	Desirable
<b>Personal</b>		
1	A good standard of education to GCSE (A*-C grade) Maths & English as a minimum	
2	A commitment to your own continued professional development and learning	
3	A good team player	
4	Credibility, integrity, flexibility and diplomacy	Willing to work flexible hours as required
<b>Knowledge, skills and attributes</b>		
5	Ability to work under pressure, deal with conflicting demands and meet deadlines	
6	Knowledge of Attendance and Safeguarding procedures	
7	Resourceful under pressure and ability to prioritise a demanding workload	
8	Excellent organisational and time management skills	
9	Excellent interpersonal skills and ability to build effective and resilient relationships at all levels	
10	Strong working knowledge of Microsoft packages including Excel with accurate and well-presented typing skills and ability to draft correspondence independently	Good working knowledge of Bromcom system
11	A commitment to safeguarding for all young people. DBS Clearance.	Demonstrate an understanding of issues that may affect a student's ability to attend school.
<b>Specific to this post</b>		
12	Ability to deal with the 'unexpected'	