



## Dereham Church of England Junior Academy

### Job Description 2022-2023

Name:

Post: Attendance Officer and Admin Support

Date agreed:

Headteacher:

Pay Scale: Scale D – Point 5 and 6

Review date:

#### General Requirements:

- To take a lead role in attendance across the school for both children and staff, providing up to date knowledge and information to school staff as required
- To be a proactive member of the office team, working to effectively balance workload between attendance and admin duties
- To produce accurate records of conversations, consultations and meetings linked to attendance
- To liaise with the Safeguarding Team and Senior Leadership Team regarding attendance matters for specific pupils
- Report attendance information from the school as required by the DfE
- Support office staff in the completion of census data to ensure all information for the school is correct
- To be responsible to the Headteacher or, in her absence, the Deputy Headteacher
- Work 1 week of your weekly hours, outside of your usual term time working pattern under direction of the School Business Manager
- To complete general admin duties for part of your role, under the direction and the guidance of the School Business Manager

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the school. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

#### Status of the post:

This is an administrative position with the post holder working as part of the office team, working under guidance of the School Business Manager, ably supported by the Deputy Headteacher and SLT for specific Attendance Matters.

As a staff member at our academy it is expected you will be a model of the academy's core values at all times and be proactive in promoting these values and the wider vision throughout the school community.

#### Attendance Officer Responsibilities:

- To process morning and afternoon registration across the whole school, coding absences accordingly
- To ensure all registers are fully completed, that no missing marks or unexplained absences remain
- Ensure all children are accounted for, making first day contact phone calls if we have not been notified of a reason for absence
- Follow agreed school attendance procedures, including arranging in person visits where required
- Monitor and address attendance calls and emails, responding in a timely manner and sharing as required
- Liaise and work with the Safeguarding Team to monitor and address attendance concerns for pupils with a social worker or those who are deemed vulnerable
- Develop strong links with the Local Authority Attendance Officer and disseminate up to date information to the Leadership Team as well as sharing consultation notes with the Deputy Headteacher
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance and share this with parents and school staff as required



- To meet at least monthly, but more regularly as required (eg during induction period) with the Deputy Headteacher to discuss actions required for pupils whose attendance is of concern and follow up on agreed actions, communicating these to parents and carers directly
- Organise and attend attendance panels, alongside the Deputy Headteacher, including the preparation of paperwork which is to be shared with the deputy head teacher and parents/carers at least 3 working days ahead of the meeting.
- Work on initiatives which raise the awareness of school staff, parents and the community to raise the profile and importance of good school attendance
- Monitoring attendance monthly and share information with the relevant staff, suggesting areas for development as well as identifying strengths
- Manage the admin side of staff absence, working alongside the headteacher to ensure staff attendance is strong across the school.
- Establish and share daily staff absence with Deputy Head, Headteacher, School Business Manager
- Record all staff absence accurately
- Monitor staff sickness absence in line with the Sickness Absence policy informing the relevant line managers when trigger points are reached
- Gain evidence of appointments from staff for absences and inform staff, in a timely manner, whether requests have been approved and whether these are paid/unpaid, following decisions taken by the headteacher
- Process staff leave of absence forms, identifying current absences, prior to sharing with the Headteacher for their approval.
- Raise any concerns about staff absence with the Headteacher directly, in half termly meetings or earlier as required, in line with the Leave of Absence policy.
- File paperwork relating to staff absence.

#### **Admin Support Responsibilities:**

- Data inputting and maintain accurate records in the school MIS
- Receive and process telephone, email and messaging enquiries
- Cover office staff lunches
- Provide admin support within the office under the direction of the School Business Manager
- Support School Business Manager as required.

This role description will be reviewed at the beginning of the academic year 2023

Signature of Employee:

Date:

Signature of Line Manager:

Date: