

## Job Description

<b>Job Title:</b>	Attendance Manager
<b>Scale:</b>	Grade 7 (SCP 17-22) Pro Rata to working weeks.
<b>Hours:</b>	37 hours per week.
<b>Contract type:</b>	Permanent, Term Time Plus 10 days.
<b>Location:</b>	Wolsingham School
<b>Responsible to:</b>	Deputy Headteacher
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>To be responsible for supporting school administration systems, structures and functions.</li> </ul>
<b>Generic responsibilities:</b>	<ul style="list-style-type: none"> <li>Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure.</li> <li>To model the values, ethos and vision of the Trust.</li> <li>Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.</li> <li>To maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.</li> <li>Attend relevant meetings as required.</li> </ul>
<b>Specific responsibilities:</b>	<ul style="list-style-type: none"> <li>To communicate with parents on attendance issues including absence calls, texts and recording/ updating in SIMs.</li> <li>To ensure that staff complete registers correctly.</li> <li>To promote excellent attendance, punctuality and conduct amongst all students and ensure the school's attendance procedures are maintained effectively.</li> <li>To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.</li> <li>To work on initiatives which raise the awareness of staff, parents and the community on the importance of school attendance.</li> <li>To manage the effective use of data and apply this in improving overall attendance figures to the national average or above.</li> <li>To monitor trends and patterns in attendance that require action.</li> <li>To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on attendance of individual students, facilitating their return or access to regular full-time education provision.</li> <li>To work alongside other members of the pastoral team upon identification of students whose attendance is a barrier to progress and achievement, using regular checks to improve levels of attendance.</li> <li>To meet regularly with the HT and progress the action points from the meeting, including focussed intervention with families and students.</li> <li>To liaise with local authority staff regarding the issue of FPNs and other Legal Documentation regarding potential prosecution and attend court hearings when required.</li> <li>To be responsible for the attendance and behaviour records of the school.</li> <li>To report comparative figures, impact of strategies and areas for further development to the SLT.</li> <li>Facilitate meetings within school, liaising with the LA, pastoral staff and external agencies regarding students whose attendance is persistently below 96%.</li> <li>Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.</li> <li>Set a good example in terms of personal presentation, attendance and punctuality.</li> <li>To keep up to date with new Government and local guidance, legislation, policies and procedures, and how they work in the wider workforce.</li> <li>Be able to apply confidentiality procedures as appropriate to the context.</li> <li>Know about data protection issues in the context of this role.</li> </ul>

## Job Description and Person Specification

<b>Special Conditions:</b>	<ul style="list-style-type: none"><li>• Participate in training and other learning activities and performance development as required.</li><li>• The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.</li><li>• The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.</li><li>• To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.</li><li>• An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.</li></ul>
<i>The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.</i>	

## Person Specification

Criteria		Essential	Desirable
Application	A completed application form and a letter of application indicating interests	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Educated to NVQ Level 3 or equivalent or experience in a relevant discipline.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Commitment to continuous professional development.	*	
Experience	Experience of taking initiative and self-motivation.	*	
	Working within a school/ MAT.		*
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMSs, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.		*
	Be willing to, occasionally, attend evening meetings.	*	

*Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.*