



## Monkwearmouth Academy Job Description

<b>Post Title:</b>	Attendance Administration Assistant
<b>Reporting to:</b>	Attendance Officer
<b>Key Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Ensure all registers are completed and maintained with accuracy on a daily basis.</li> <li>2. Ensure all attendance data is entered into the Management Information System (MIS) including for visits and other off-site activities.</li> <li>3. Maintain attendance data on the MIS system, including ensuring absences are recorded correctly in accordance with Department for Education codes.</li> <li>4. Communicate with parents/carers regarding attendance and keep records of calls made, reasons for absence, offering support and challenge where appropriate.</li> <li>5. Send appropriate correspondence to parents/carers regarding absence and attendance.</li> <li>6. Provide data to colleagues who monitor and take action on student attendance/punctuality issues including SLT.</li> <li>7. To prepare correspondence to make attendance referrals to the Local Authority.</li> <li>8. To support the Attendance Officer with home visits if required.</li> <li>9. Working as part of the office team to undertake general administration duties.</li> <li>10. Prepare bulk emails and texts using the academy communications systems.</li> </ol>	
<b>Other Specific Duties:</b>	
<p>To be a full and active member of the Business Support team, assisting and covering for colleagues across the school. Employees are expected:</p> <ul style="list-style-type: none"> <li>● To consistently promote the school in a positive light at all times and to all stakeholders and to show respect to colleagues, students and other stakeholders</li> <li>● To participate in the administration of emergency first aid in school</li> <li>● Monkwearmouth Academy is inclusive and expects all colleagues to support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis</li> <li>● To play a full part in the life of the school community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example</li> <li>● To continue personal and professional development through active engagement in the appraisal process</li> <li>● To have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the School's Child Protection Policy and Keeping Children Safe in Education</li> <li>● To comply with the school Health and Safety Policy</li> <li>● Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description</li> <li>● To carry out any reasonable request made by the Headteacher.</li> </ul>	