



Attendance Administrator Job Description

Job purpose: To provide effective administrative support to the Trust Attendance Officer/Family Worker, helping to monitor pupil attendance across Trust schools, promote positive attendance, maintain accurate records, and support families to overcome barriers to attendance. The post holder will work closely with school leaders, families, and external agencies to ensure attendance procedures are implemented consistently and efficiently.

Key Responsibilities:

Attendance Monitoring and Reporting

- Support the Attendance Officer / Family Worker to monitor attendance across all Trust schools on a daily basis.
- Produce and analyse attendance and absence reports, identifying patterns of concern and pupils requiring follow-up.
- Track pupils returning to school following periods of absence and ensure appropriate records are maintained.
- Support colleagues to review school registers and attendance records to verify reasons for absence and ensure communication from parents / carers has been recorded.
- Contribute to the preparation of reports and updates to Trust and School Senior Leadership Teams (SLT) and Trustees / Governors as required.

Family Engagement and Support

- Act as a point of contact for attendance-related enquiries and concerns from families.
- Contact parents / carers regarding unexplained absences and pupils who have not returned to school following absence.
- Offer and arrange attendance support meetings with the Trust Attendance Officer / Family Worker for families requiring additional support.
- Manage diary appointments and maintain accurate records of meetings and interventions.

Attendance Procedures and Compliance

- Support the implementation of Trust attendance procedures and strategies.
- Assist with attendance monitoring for pupils whose attendance falls below agreed thresholds.
- Identify and contact families of pupils with attendance below defined levels, offering support and intervention meetings.
- Support the administration of attendance-related processes, including Fixed Penalty Notice (FPN) procedures where appropriate.
- Ensure attendance records and documentation are maintained accurately and confidentially in line with Trust policies and data protection requirements.

Home Visit Support

- Support attendance-related home visits alongside the Attendance Officer / Family Worker and other colleagues where required.

Person Specification

The successful candidate will:

- Have strong administrative and organisational skills.
- Be confident communicating with parents/carers in a professional, supportive, and sensitive manner.
- Have experience of maintaining accurate records and handling confidential information.
- Be able to analyse attendance data and identify trends or concerns.
- Demonstrate excellent attention to detail and effective time-management skills.
- Be committed to improving pupil attendance and supporting vulnerable children and families.
- Be proficient in the use of Microsoft Office and school information management systems (or willing to learn).

Other Duties

- The post holder must promote and safeguard the welfare of the children and young people that they come into contact with.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.
- The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.
- The postholder must comply with the Academy's health and safety rules and regulations and with Health and Safety legislation.