

Northern Education Trust – Job Description

Job Title:	Attendance Assistant	JE reference	JE336
Base:	Academy		
Reports to:	Attendance Manager	Grade:	Grade 2 SCP 4 -SCP 5
Staff responsibility for:		Salary:	£26,016.00 - £26,427.00 (FTE, Salary to be pro rata) [Delete as appropriate]
Additional:		Term:	XX hours, XX weeks

JOB PURPOSE

- To provide effective support to the Attendance Manager and other key stakeholders in all areas of administration of school attendance.
- To provide a point of contact for parents and key staff within the Academy in administering, recording and analysing student attendance.

JOB SUMMARY

RESPONSIBILITIES:

1. To co-ordinate and provide administrative support in areas relating to attendance
2. To act as a contact for stakeholders and signpost enquirers to appropriate support
3. To provide a professional and effective service, demonstrating excellent customer service skills when acting as the first point of contact for students
4. To maintain and update student records as appropriate
5. Assist students and other members of the academy community in enquires regarding attendance
6. Ensure a professional and courteous service is provided to all
7. Check and process student data, including data validation, input and filing
8. Update and maintain appropriate reference materials and resources including student notice boards and the Academy's virtual learning environment
9. Assist in following up student absences and ensuring these are correctly monitored and recorded
10. Accompany/support other members of staff to undertake truancy sweeps and collecting students from home to attend the academy
11. Providing radio contact for the SLT team via two-way radio if required
12. General administrative duties for the Academy
13. Demonstrate an active commitment to their own professional development,
14. To undertake first aid duties
15. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
16. To comply with the Academy's policies and procedures at all times

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: