



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	ATTENDANCE OFFICER
<b>JOB HOLDER:</b>	
<b>LOCATION:</b>	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
<b>LINE MANAGER:</b>	ASSISTANT HEADTEACHER (ATTENDANCE AND SAFEGUARDING)
<b>JOB GRADE:</b>	4
<b>HOURS OF WORK:</b>	37

---

## **STATEMENT OF PURPOSE**

To work under the direction and guidance of senior staff to provide effective and proactive administrative support to the school in relation to the attendance of pupils and to provide an effective and efficient first aid service to the school.

---

## **MAIN DUTIES AND RESPONSIBILITIES**

- To have responsibility for issuing school passes for students to leave the school site during the day.
- Use the Bromcom computer system to locate students as required.
- To telephone parents to ascertain the reasons for students' absences
- Follow up outstanding absences in liaison with staff and parents.
- To liaise with appropriate internal/external stakeholders with regard to attendance. Chase up absent students and ensuring effective communication.
- Sign in late pupils and endorse school policy with regards to punctuality.
- Issue-off-site passes when necessary.
- Enforce school rules on uniform and appearance.
- To assist with all student enquiries, liaising with parents and staff as necessary, including home visits where necessary.
- Provide advice and guidance to pupils/parents/staff etc.
- Truancy calls plus follow-up with referrals to Education Welfare Officer.
- Assist with pupil welfare duties; liaise with parents/staff etc.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required, e.g. Absence data.
- Liaise with appropriate senior staff and the Education Welfare Officer allocated to the school on a regular basis with regard to student absence.
- Undertake routine clerical/administrative procedures e.g. produce official registers, photocopying, filing, emailing, completing routine/statutory forms, responding to routine correspondence.
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, internet).
- Contribute to the planning/development/organisation of support service/procedures in relation to attendance.
- Monitoring attendance to lesson via Bromcom and of students that are late to school.
- Monitor absence requests from parents/carers and work to ensure parents understand the importance of children being in school only except very exceptional circumstances.

---

**SUPPORT TO FIRST AID**

- To be one of the schools first aiders (qualified in 'First Aid at Work') and work within the designated team to ensure good support and care is provided to students with healthcare plans and emergency first aid needs.
- To administer first aid to students, staff and visitors as required, namely when the designated first aider is unavailable.
- To liaise with parents/carers over student medical and first aid issues, keeping accurate attendance records where necessary.
- To be responsible for the safe issuing of medicine when students need to take in school.
- Maintain records of first aid administered and school accident book.

**ACADEMY SUPPORT:**

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the academy.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings as and when necessary.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with student needs as appropriate, during the academy day.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

---

**NOTES**

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

---

This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

---

Signature ..... Date .....  
(Job Holder)

---