

**JOB DESCRIPTION and PERSON SPECIFICATION**

**SCHOOL:** Bude Primary School                      **GRADE:** 3

**JOB TITLE:** Attendance Assistant                      **EVALUATION DATE:** 14/12/2021

**JE NUMBER:** HET71

**DIGNITY AT WORK:** To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the academy.

**PURPOSE:** To provide administrative support to the School Business Manager by carrying out the operational administration of attendance monitoring and analysis for pupils within the school.

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
1	To promote and safeguard the welfare of children and young people.
2	To support and be part of the morning ‘walking bus’ system, supervising pupils and ensuring their safe delivery to school.
3	To deal with attendance queries and keep the School Business Manager informed of any issues affecting the smooth running of school attendance.
4	To ensure that all pupil registers are completed and maintained on a twice daily basis, overseeing the recording of late marks.
5	Managing the attendance inbox, recording and responding to attendance messages, following attendance policy and procedures.
6	To assist in managing and maintaining manual and computerised attendance records/ information systems, inputting data and generating reports.
7	To communicate with parents/carers regarding attendance and keep records of calls and reasons for absence, offering support and challenge where appropriate.
8	To send out appropriate correspondence to parents/carers regarding absence and attendance concerns, including processing pupil leave of absence requests.
9	Analysing and evaluating attendance data/information.
10	To identify concerns and highlight attendance issues to the School Business Manager.
11	Produce and maintain displays on attendance around the school.
12	Liaise with the School Business Manager to help raise the school’s attendance and reduce persistent absenteeism.
13	To undertake general administration duties as required within the school.

14	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school.
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**GENERAL:** The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

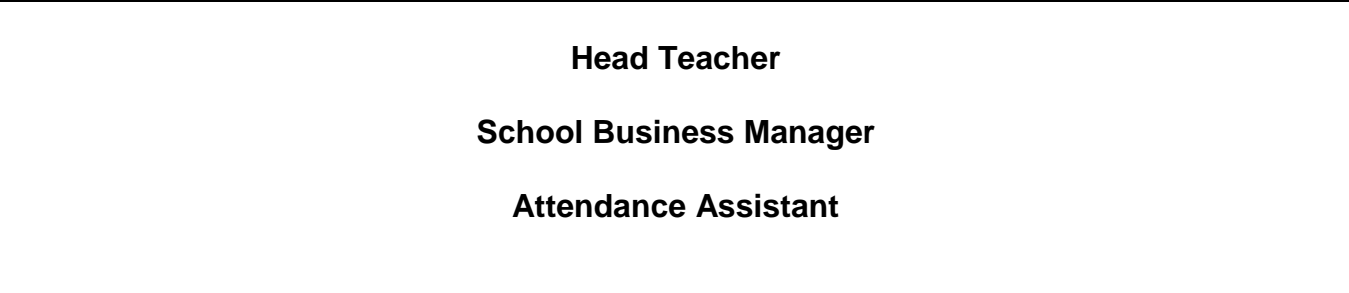
**DIMENSIONS:**

- 1. Responsibility for Staff:**  
None
- 2. Responsibility for Customers/Clients:**  
To liaise with parents and outside agencies in regard to child wellbeing and welfare.
- 3. Responsibility for Budgets:**  
None
- 4. Responsibility for Physical Resources:**  
None

**WORKING RELATIONSHIPS:**

- 1. Within Service Area/Section:**  
All staff members, Governors, pupils, parents, outside agencies and the community.
- 2. With External Bodies to the Academy**  
Other Schools/Academies and educational establishments, school suppliers/agencies.
- 3. With External Bodies to the Academy**  
Governors Team  
EFA  
DfE

**ORGANISATION CHART:**



	Not applicable	Low	Moderate	High	Very High	Intense
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓					
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				

<b>PERSON SPECIFICATION</b>				
<b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b> <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>1.</b>	<b>Qualifications:</b>			
	GCSE Grade C or equivalent in English & Mathematics	✓		AF, CQ
	Training in IT based systems e.g. Word, Excel, etc.	✓		AF, CQ
	Training in Scholar Pack or similar IT systems	✓		AF
	Qualified First Aider		✓	AF
<b>2.</b>	<b>Relevant Experience:</b>			
	Experience of working in an admin role within a school environment		✓	AF, CQ
	Experience of dealing with the public and outside agencies	✓		AF, I
	Experience of Microsoft packages, IT and web-based systems	✓		AF, I
	Experience of keeping accurate records and corresponding with the public via telephone and email	✓		AF, I
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people	✓		AF
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		R, I
	Ability to work accurately with an eye for detail	✓		AF, R, I
	Excellent organisational skills	✓		AF, R, I
	To work independently and use initiative	✓		R, I
	To work as part of a team	✓		R, I
	Very good numeracy/literacy skills	✓		AF
	Effective use of ICT and other specialist equipment/resources	✓		AF, R
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF
	Knowledge and commitment to ensuring the wellbeing of pupils eg medical, physical and emotional	✓		I
	Knowledge of the law and of procedures relating to pupil attendance within a school		✓	I
	Knowledge of GDPR and experience of maintaining confidentiality, handling matters with sensitivity & discretion	✓		AF, R, I
<b>5.</b>	<b>Interpersonal/Communication Skills</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		R, I
	Interpersonal skills to deal with demanding pupils and parents	✓		AF, R
	Good verbal skills when dealing with pupils, staff, parents and outside agencies	✓		I

	<b>Written Skills</b>		
	Ability to produce written and statistical information	✓	AF
	Ability to produce high quality, parent friendly materials, e.g. School attendance information		✓ AF, P
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>			
<b>8.</b>	<b>Disclosure of Criminal Record:</b>		
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓	DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	AF (after short listing)