 **MURRAY PARK SCHOOL**

Attendance Officer Job Description

**Title:** Attendance Officer

**Salary:** NJC Pts 5-7 £19,312-£20,092 FTE

(Actual Salary £16,610-£17,274)

**Hours:** 5 days per week – 37 hours Term Time Only

(less 30 minute unpaid lunch break)

**Responsible to:** Cover & Work Experience Co-ordinator

**Key duties to include:**

* To be responsible for attendance administration and providing support and information for members of the pastoral team. The post holder will need to:
* Have a warm, welcoming manner.
* Be efficient and well organised, have the ability to prioritise and to work under pressure in order to meet tight deadlines.
* Be experienced in the use of a PC and able to competently work with databases.
* Be flexible to meet the demands of a school.
* Be prepared to engage with pupils and their families.

**The main responsibilities with regard attendance are as follows:**

* First thing in the morning - telephone calls to parents for ‘first day absence’ and update student records.
* Be the first point of contact for parents regarding attendance enquiries and punctuality.
* Contact parents in relation to internal truancy, attendance issues throughout the school day.
* Manage the lateness systems within school – late gate/break time detentions.
* Making a second registration check after lunch and follow up absences where necessary.
* Ensure that registers are completed by members of staff and all missing marks updated. Be prepared to visit classrooms to follow up missing register marks.
* Ensure that absence letters are updated on the system and to input any necessary data.
* Provide printouts from SIMs or GO4schools of unauthorised absence data.
* Attending any attendance related meetings with parents/EWO/HOYs.
* To work closely with HOYs and the School Welfare Officer to identify pupils or families who are struggling and help them to access support.
* Run attendance clinics – advising parents of procedure, give advice on length of absence related to illness, supporting pupils return to school.
* To be the first point of contact for the EWO and required information is made available on request.
* To prepare any attendance data for the Local Authority or Government upon request.
* Any other duties as are commensurate with the role as determined by the Headteacher.

Signed ………………………………………. Date

Signed ………………………………………. Date

The school is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check.