



SS JOHN FISHER & THOMAS MORE
 ~ Roman Catholic High School ~

Job Description – Attendance Officer - Level 3

POST TITLE:	Attendance Officer
GRADE:	Grade 5 (SCP 6-11) 35 hours per week, term time only
RESPONSIBLE TO:	Director of Progress for Student Support
JOB PURPOSE: The main objectives to be achieved by the Postholder	
To help operate the school attendance tracking system, producing data and statutory returns as well as developing systems to improve the attendance of all groups of pupils at Fisher More.	
MAIN ACTIVITIES: What the Postholder will actually do What prescribed duties the Postholder will have	
<p>Core responsibilities</p> <p>To promote and support high levels of attendance, by:</p> <ul style="list-style-type: none"> • Collecting, collating and interpreting attendance data • Forming strong relationships with parents and carers • Produce reports that enable pastoral staff to identify individuals and groups who need to be worked with regarding their attendance and punctuality <p>Duties</p> <ul style="list-style-type: none"> • To help ensure all registers are completed and no missing marks or unexplained absences remain, as and when required. • To help record all pupils arriving late to school through the Attendance Office, as and when required. • To help with school policy of 'first day contact' via Synergy, as and when required. • To ensure all unexplained absences are accounted for or send letter requesting an explanation • To check and remind any necessary staff to complete registers • To print off official registers and explained absences daily to ensure they are at hand in the event of an evacuation of the school community. • Produce weekly attendance reports for Year Leaders and the Director of Progress • To produce reports during impact weeks for the Director of Progress to help with the identification of pupil who will receive support in improving their attendance record • To produce reports during impact weeks for the Director of Progress that identifies the attendance of vulnerable pupils and subgroups of pupils. • To liaise with the safeguarding lead regarding issues of child protection 	

- To follow attendance policy and send out letter as required
- To input timely information i.e. exams, music trips, sporting events, work-based learning appointments, absence reports etc and to keep Year Leaders, HOD and staff updated
- To provide updates for relevant staff on student attendance.
- To collate, maintain and update attendance data.

School

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skills training and participate in personal/performance development as required
- To take care of you own and other people's health and safety
- To wear a uniform as provided
- To be aware of the confidential nature of issues

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.