

## Job Description

**Job Title:** Attendance Assistant

**Reporting to:** Senior EWO

**Grade:** C, SCP 10-12

### Overall purpose of the post

- Maintain accurate attendance records to assist Learning Managers and teaching staff to improve attendance and thereby raise standards.
- Provide administrative support for the staff and students of the Academy.

### Responsibilities and accountabilities

#### Operational Responsibilities

1. Daily Management and operation of the MIS Attendance system
2. Daily Management and operation of the Truancy Call System or equivalent
3. Management & Operation of the call parents' system or equivalent
4. Provision of data to colleagues who monitor and take action on student attendance/punctuality issues
5. Liaising with the EWO and Learning Managers to help raise attendance and improve teaching and learning within the academy
6. Monitoring of attendance registers
7. Tacking and provision of attendance statistics to the Senior Leadership Team and Learning Managers
8. Monthly printing and collating of official registers for DfE purposes
9. Monitoring of persistent absence students and distribution of reports to Learning Managers and contact with parents where required
10. Issuing of student timetables
11. Registering students who leave the academy site during the academy day
12. Administration of student holidays
13. Data inputting
14. General administration duties as required
15. To produce and maintain displays on attendance around the academy
16. Work as part of the Inclusion Team and provide administrative support as required
17. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
18. To comply with Academy's policies and procedures at all times.
19. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the Academy.

### Personal Contacts

External            Contractors, suppliers, parents and external agency professionals.

Internal            Students, staff, Governors, parents and any other visitors to the Academy.

This job description may be subject to change, following consultation between the post holder and the Academy.