



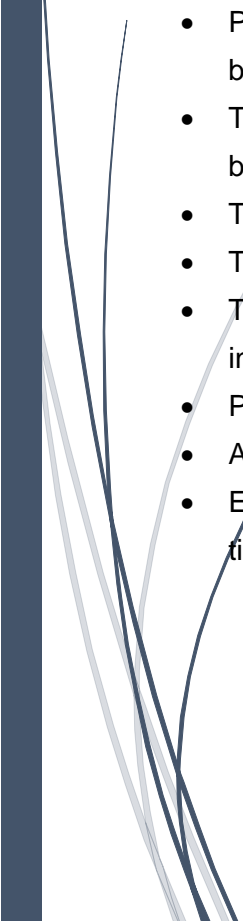
# Horncastle Education Trust

## **Job Description: Attendance Officer** **Banovallum School, Horncastle**

### **Purpose of the role:**

- Advise and assist parents/carers to maintain regular school attendance of their children.
- Communicate clearly to parents/carers the attendance procedures and expectations of the school
- Collect and analyse attendance data to enable identification and tracking of pupil attendance.

### **Key Responsibilities and Tasks**

- Monitor and track the attendance of groups of pupils, particularly those designated as 'disadvantaged'.
  - Monitor and track whole school attendance and punctuality and to send out letters where appropriate.
  - Co-ordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated.
  - Schedule and attend school-based/online meetings with parents/carers as necessary.
  - Produce weekly reports for the Headteacher and Governing Body and data required by the DfE.
  - To assist in the compilation of such reports, records and assessment of data as may be required by the school, governors and DfE.
  - To assist in the analysis of school attendance registers.
  - To input data onto SIMS or other software, as required
  - To liaise with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences.
  - Prepare and collate attendance data
  - Analyse and produce reports regarding attendance
  - Ensure all information is treated confidentially and have absolute discretion at all times.
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## Requirements for the post:

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
Good general knowledge of English and Maths to GCSE or equivalent.	✓	
NVQ Level 2 or similar		✓
Commitment to personal / professional development	✓	

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Ability to relate to students, empathy and sensitivity to student needs.	✓	
Knowledge of safeguarding of children	✓	
Ability to resolve conflict	✓	
Knowledge of MS Office products, particularly Word and Excel.		✓
Knowledge of developments in education		✓
Good inter-personal skills including mediation, conflict resolution and discretion.	✓	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with children in a similar setting.	✓	

<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Motivation to work positively with young people and families.	✓	
Good communication skills, both written and spoken	✓	
Confidentiality	✓	
Excellent role model for students and committed professional conduct.	✓	
Strong commitment to effective team working	✓	