



Job Description

| | |
|--------------------------|--|
| Position: | Attendance Support Worker |
| Responsible To: | Assistant Headteacher: Pastoral |
| Responsible For: | N/A |
| Grade: | SC3 |
| Working Pattern: | 15 hours a week term time only 8.30am to 11am - Monday to Friday |
| Disclosure Level: | Enhanced DBS and children's barred list |

Core purpose of the post:

To support and build relationships with our families in order to increase school attendance and help overcome barriers to attendance.

Duties and responsibilities attached to this post are as follows:

Attendance

1. To call a set of parents/carers daily to encourage overcoming barriers to their children's attendance.
2. To manage the absence line and update registers accordingly in case of absence of other staff in the team.
3. To administer Truancy Call; to notify parents of their child's non-attendance daily in case of absence of other staff in the team.
4. To ensure that tutor time registers are accurate and all students are accurately marked present or absent, chasing any queries.
5. To assist inputting information of any off timetable activities, for example trips, exams, sporting events and careers appointments.
6. To print off official registers daily and explained absences to ensure at hand in event of a fire in case of absence of other staff.
7. To support with the signing in and out of students who arrive late and leave early. To use the Inventory system to link to SIMS with regards to lateness / absence during the school day and log again problems with the helpdesk.
8. To assist with checking records prior to the census to ensure school attendance is accurate and up to date.
9. To contact all absent students on a daily basis in line with the school's Attendance policy (Truancy Caller).
10. Processing any responses/ parent queries following truancy calls being sent.

11. To assist with the administration of lates and the sanctions procedure for this in case of absence of other members of the team.
12. To collate, maintain and update attendance data.
13. To liaise with the designated colleagues for child protection as necessary.

Administrative support to Department

1. Under the direction of the Asst Headteacher: Attendance provide any administrative support the department needs including : filing student records.

General

1. To undertake exam invigilation, as required.
2. To actively support the vision, ethos and policies of the School.
3. To promote and safeguard the welfare of children you come into contact with.
4. To carry out other duties as are required and as are commensurate with the grade of the post.
5. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff. Able to work flexible hours.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Person Specification

Essential / Desirable(D)

Qualifications

GCSE maths and English Grade A-C or equivalent

Knowledge, experience and understanding

Demonstrable experience of working in a busy and varied administrative role, ideally within a school.

ICT competent in using databases, spread sheets and word

Demonstrate an understanding of issues linked to confidentiality.

Work within an education/social care setting (D)

Demonstrate an awareness of child protection issues (D)

Personal qualities

Strong administrative and organisational skills

Enthusiasm with a positive can do attitude

Ability to communicate effectively with children and adults at all levels

Demonstrate an understanding of working as part of a team

Attention to detail