

## St Richard's Catholic College



### JOB DESCRIPTION

<b>Post title</b>	Attendance Officer
<b>Responsible to</b>	Assistant Principal – Mr Campbell
<b>Salary</b>	Single Status Grade 4 or 5
<b>Main Purpose of the Job</b>	<p>To assist in the promotion of high levels of attendance and punctuality of pupils within the school. To identify and, in liaison with the Pastoral Leaders, implement intervention strategies to address and continually drive individual attendance and punctuality upwards to ensure whole school attendance continues to improve.</p> <p>To maintain accurate manual and electronic records on behalf of the school.</p> <p>To support the provision of First Aid in the school.</p>
<b>Duties and Responsibilities</b>	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>● Maintain accurate pupil attendance and lateness records on the SIMS.net Attendance Module on a daily basis.</li> <li>● Follow up pupil absences and lateness by telephone or other means, on a daily basis. With guidance from Pastoral Leaders, make appropriate referrals.</li> <li>● Register late pupils and inform Pastoral Leaders.</li> <li>● Provide paper registers for appropriate activities, eg fire registers, school assembly.</li> <li>● Initiate and follow through appropriate consequences in liaison with Pastoral Leaders and other professionals including penalty notices.</li> <li>● To look for patterns of poor attendance.</li> <li>● Identify individuals and/or groups of pupils especially Pupil Premium and SEN pupils who require additional support to improve their levels of attendance and punctuality.</li> <li>● In liaison with Pastoral Leaders/LMT and EWO attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.</li> <li>● Co-ordinate the setting and sending of learning tasks and resources for pupils who are long-term absentees.</li> <li>● Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals.</li> <li>● Provide accurate and timely attendance and lateness reports to Pastoral Leaders, LMT, Governors and other professionals.</li> <li>● Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on pupil attendance and punctuality.</li> <li>● Report any welfare and/or child protection concerns as per the school policies and procedures.</li> <li>● Guided by Pastoral Leaders, implement intervention strategies to address poor attendance and celebrate excellent attendance.</li> <li>● Assist in the completion of accurate statistical returns regarding pupil attendance and punctuality as required by the school, Governors, Local Authority and DfE.</li> </ul> <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>● To work as part of the school's administration team and carry out general administrative tasks, answering general enquiries and maintaining safeguarding requirements and confidentiality.</li> <li>● Typing of correspondence.</li> <li>● Using SIMs data to create mail merges.</li> <li>● Liaising with the Counsellor and putting slips in registers for appointments.</li> <li>● Locating pupils around the school for counselling appointments and other support service appointments.</li> </ul>

	<ul style="list-style-type: none"><li>● Assisting with general clerical and photocopying duties as required.</li><li>● Ensuring that staff notices to pupils are placed in registers on a timely basis.</li></ul> <b>First Aid (training will be given for this role)</b> <ul style="list-style-type: none"><li>● Providing first aid when necessary in supporting the School Nurse.</li><li>● Ensuring the accident book is completed in liaison with the School Nurse.</li><li>● Ensuring accident forms are filled in, copied and sent to County Hall.</li><li>● Ensuring the safe storing of pupils' emergency medication.</li><li>● Checking first aid bags and booking first aid bags out and in.</li><li>● Emergency administration of Epi-Pen, in liaison with the School Nurse.</li><li>● It is a requirement of the post that you undergo the St John's Ambulance 3-day course, First Aid at Work, and renew this qualification when required.</li></ul>
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**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**