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**LITTLE HEATH SCHOOL**

**JOB DESCRIPTION:** Whole School Support Staff

**Job Title:** Attendance Officer

**Grade/Salary Range/Hours:** Grade F/WBC Spinal Points F11-19, 37 hours per week (plus two inset days payable as additional hours on a timesheet)

**Report to:** SLT Attendance Lead / Assessment Team Leader

**Job Purpose**: The Attendance Officer will:

* working as part of the Assessment Team to ensure accurate and informative tracking, sharing and follow up of attendance data;
* working collaboratively with the Assistant Headteacher in charge of attendance, take a lead on attendance policy and practice in order to improve attendance at the school.

1. **Administrative tasks, as part of the Assessment Team:**

**Assessment and Recording**

* Maintain and monitor the school MIS attendance system, ensuring accurate daily and lesson-by-lesson registers.
* Update attendance codes daily and manage registers for offsite activities and exams.
* Produce regular attendance reports for SLT, governors, and the local authority.
* Track students with attendance below 90%, set targets, and review progress.
* Send reminders to staff for missing registers and maintain communication logs.

**Management of Resources**

* Manage the attendance MIS answer machine, attendance phone line, emails, App messages and InTouch messages to parents.
* Ensure all absence letters are recorded and unexplained absences are followed up.
* Process term-time holiday requests and Fixed Penalty Notices in consultation with SLT.
* Support the Assessment and Examinations teams with data accuracy and census preparation.

1. **Strategic attendance work, reporting to the SLT Attendance Lead:**

**Teaching and Learning**

* Work with the Assistant Headteacher and SLT to improve attendance and punctuality.
* Build relationships with students and parents to reduce barriers to attendance.
* Promote good attendance through collaboration with the Marketing Team.

**Student Personal Development and Well-being**

* Collaborate with the Inclusion and Pastoral teams to monitor vulnerable students.
* Provide advice and guidance to students and families on attendance-related issues.
* Support students returning after long absences.

**Management of Staff**

* Support Progress Leaders and other staff in using attendance data for interventions.
* Prepare and lead fortnightly attendance tracking meetings with the Pastoral team.
* Lead meetings with students and parents to set attendance targets.
* Liaise with Heads of Year, Departments, and external agencies on attendance matters.

**Relationships with Key Stakeholders**

* Conduct home visits with the Pastoral team.
* Attend safeguarding and vulnerable student meetings across key stages.
* Liaise with external providers and the Local Authority Attendance Team.
* Contribute to the school’s Attendance Action Plan and strategic decisions.

**No direct budgetary responsibility**