

THOMAS MILLS HIGH SCHOOL & SIXTH FORM

JOB DESCRIPTION

TITLE :	Administration Officer (Attendance)
PURPOSE :	To assist in the administrative work of the school, in particular, to monitor, record and promote attendance
RESPONSIBLE TO :	Deputy Headteacher
GRADE :	Grade 3
HOURS :	37 hours per week for 40 weeks of the year

MAIN DUTIES AND RESPONSIBILITIES :

1. Attendance officer and general duties

- (a) To work with the Deputy Headteacher, Heads of Year and Attendance Team to promote excellent attendance by pupils in the main school, liaising as necessary with representatives from outside agencies, such as the Educational Welfare Officer.
- (b) To be the first point of contact for parents reporting absence, retain evidence and record.
- (c) To supervise all matters pertaining to the keeping of accurate school registers, monitoring, updating, checking, recording, liaising with teachers and Heads of Year as necessary.
- (d) To follow up any pupil absence, including checking after p.m. registration. This to include checking absence patterns, monitoring latecomers and persistent absentees, reporting to Heads of Year, informing parents, as directed.
- (e) Provide registers in the event of a fire alarm.
- (f) To keep Attendance Team and Heads of Year up to date with attendance matters.
- (g) Maintain attendance records for LAC pupils, ensure efficient administration of any licences, update Examinations Officer with medical evidence, provide any documentation required for any attendance matter.
- (h) To provide appointment information for School Counsellor and School Nurse in supporting individual pupils.
- (i) Record any other Educational Provision using marks or codes.
- (j) To provide first aid to staff and pupils as required.

GENERAL CONSIDERATIONS :

1. The performance of the postholder will be reviewed in accordance with the procedures adopted from time to time by the School for the Performance Review of all non-teaching staff.
2. This job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar level or nature are not excluded because they are not itemised.
3. The duties of the post could vary from time to time as a result of new legislation, policy changes or changes in practice within the School and, in this case, any appropriate training would be given to enable the postholder to undertake this new or varied work.
4. The postholder is expected to use his/her initiative in carrying out these tasks in an effective manner.

The school 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.

POSTHOLDER :

SIGNATURE :

DATE OF ISSUE :