



JOB DESCRIPTION

Attendance Clerk

Reporting to: Attendance & Relationship Coordinator

Main Purpose of the Post

To ensure that all administrative elements of the school attendance policy are carried out, including those elements pertaining to maintaining the school and lesson registers and working with the Local Authority in using Education Penalty Notices and Prosecutions. Furthermore, to ensure that clear, robust data in the appropriate format is available on a daily, weekly, half-termly and annual basis for the purposes of management, leadership and governance. Finally, as part of the attendance team and the wider pastoral board, work collaboratively to support pupils and families in achieving good attendance and therefore support academic progress.

Specific Responsibilities of the post include:

- To identify any issues around the full functionality of the school ARBOR system and liaise with Helpdesk staff to resolve such issues
- To manage the first day absence calling process, liaising with Progress Leaders (PL)/ Assistant Progress Leaders (APL) and other staff working on attendance as required
- To maintain a two-way dialogue on a daily/weekly basis with PL's and APL's around attendance and punctuality issues relating to their cohorts
- To ensure that any attendance and/or punctuality issues indicative of potential safeguarding concerns are recorded using appropriate safeguarding software and communicated to the Safeguarding Team
- To respond to all inward communications from parents regarding attendance/punctuality
- To develop and maintain positive professional relationships with children, families and other agencies that aim to deliver excellent attendance and punctuality
- To administrate all formal, written home school communications regarding attendance and punctuality including nudge letters and communications around statutory enforcement procedures
- To ensure that all such communications with home and other agencies are recorded on the communications log on ARBOR
- To administrate all panel and other attendance/punctuality related meetings with parents, including providing up to date data and ensuring accurate minutes are taken by the staff leading the meeting which are subsequently saved to the communications log on ARBOR
- To monitor, record and (where needed) address the prompt and accurate completion of all registers on a session by session, lesson by lesson basis - including by supply staff - to ensure that all children are accounted for and therefore effectively safeguarded

- To monitor and identify truancy and inform parents as needed
- To ensure all register codes are accurate within seven days of completion with N codes or other gaps all resolved satisfactorily
- To ensure that all census queries are addressed in a timely manner under direction of the Data Manager
- To produce accurate and up to date data reports for the following purposes:
 - ❖ Weekly tracking of form, year group whole school attendance and punctuality, by week, year to date and versus previous year
 - ❖ Monthly line by line review of all pupils' attendance and punctuality versus previous year
 - ❖ Half-termly and year- to- date analysis of attendance, punctuality and persistent absence by school year group and micro-communities against previous year and national data
 - ❖ Meetings/reviews of individual pupils
- Act as a role model for pupils setting the highest possible expectations for all
- Promote the school's vision, mission, and core values, promoting excellence
- To promote a culture of celebration and reward around excellent attendance and punctuality including those who have improved
- Promote excellent standards of uniform and organisation for learning
- Comply with all school policies and in particular procedures relating to safeguarding, confidentiality, and data protection
- Ensure everyone has equal access to the services of the school and feels valued, respecting their legally protected characteristics
- Take responsibility for personal development by participating in CPD, training and other learning activities, linked to an annual appraisal
- To undertake other general administration as required, including answering phone calls and providing reception cover when needed
- Undertake all other associated paperwork and administration for the role

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Ensure that the safety and welfare of all students is priority
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Attend all meetings as directed
- Be willing to undertake first aid training if required
- Perform any other reasonable duties as requested by the Executive Headteacher/Head of School

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder)

Signed (Line Manager).....

Date