



FAIRFAX

MULTI-ACADEMY TRUST



Attendance Administrator

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Attendance Administrator

POST HOLDER

RESPONSIBLE TO

Attendance Manager

LINE MANAGEMENT OF

N/A

WORKING HOURS

37 hours per week (No TOIL)

WORKING PATTERN

5 days/week, Monday to Friday

SALARY

FMAT Scale 3

HOLIDAY ENTITLEMENT

Term Time Only

JOB PURPOSE

The provision of effective administrative support to the Attendance Manager and the Vice Principal for Behaviour & Ethos.

- This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Ensure and maintain the accuracy of the school's registration systems.
- Ensure the provision of effective administrative and clerical support to the Attendance Manager and senior staff as required in matters relating to attendance and punctuality.
- Process messages prior to the start of school and pick up parental absence calls and complete routine absence phone calls.
- Day to day completion of home visits / creating chronologies / sign posting support / conducting action planning meetings.
- Tracking pupil home visits and removing barriers to school avoidance and non-attendance.
- Contribute to Brom Com chronologies to ensure that information is readily available to pastoral/administrative staff and SLT.
- Delivery of interventions for students at risk of PA.
- Identify pupils for CME processes.

- Support with referrals to external agencies.
- Support Parental attendance coffee mornings / delivery of informational sessions e.g. Healthy sleep routines. With support from external agencies such as CAMHS / Mental Support Team / Counsellors.
- Work with the Pastoral Team to deliver attendance incentives and rewards.
- Organise prearranged and ad hoc pickups.
- Liaise with pastoral team to ensure plans are actioned relating to attendance strategy.
- Referrals/submissions for provision on medical grounds, liaising with SEND.
- Follow up missing registers (10 mins after completion of registers throughout the day – period 2 onwards)
- Note missing registers / compile persistent offenders for SLT Lead.
- Back up base contact for home visits.
- Register students who arrive late for the Academy and inform parents of their child's late arrival.
- Produce weekly reports of students' attendance and punctuality for leadership.
- Produce weekly reports on students' attendance and punctuality for Heads of Year and form tutors.
- Update MIS with pupils' personal details as and when required.
- Send attendance/punctuality related email/text communications to parents.
- Taking minutes at meetings if required.
- Providing reception and switchboard support to the school.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

GENERAL

- Promote and safeguard the welfare of all students.
- Comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Adhere to all Trust and Academy level policies/procedures and comply with their contents; raising any concerns in a timely manner.
- Support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.
- Perform any other such duties as the Head of Academy may from time to time determine.

I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING LIVES; TRANSFORMING FUTURES

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.