



Job Description Attendance Clerk

Name:	Attendance Clerk
Reporting to:	To provide administrative support to the Attendance Team
Working Time:	37 Hours, Term Time Only + 10 days
Salary/Grade:	Band 5
Disclosure level:	Enhanced DBS

Post Purpose:

The post holder to provide administrative support to the Attendance Team.

Key Responsibilities:

- Undertake first day contacts of parents/carers
- Provide information regarding student/family circumstances to senior colleagues and schools to enable the planning of appropriate interventions
- Follow through incomplete registrations and reasons for absence
- Escort students to and from lessons as necessary
- Support the College in the application of non-attendance procedures and carry out administrative tasks where necessary.
- Access and update computerised records/management information systems and attendance databases to support work carried out.
- Undertake typing, letter writing, word-processing and other IT based tasks
- Undertake routine administration.
- Operate office equipment e.g. photocopier, computer
- Daily text messaging to parent/carers
- Monitor lesson registers/follow up absences, contact parent/carers as necessary
- Contact parent/carers for student illness during the college day
- Dealing with visitors, receive and make telephone calls, deal with personal enquiries and take-action as appropriate

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(Post Holder)

Signed _____
(Headteacher)

Dated _____
(Post Holder)

Dated _____
(Headteacher)



Person Specification

Attributes	Essential	Desirable	Assessment
Qualifications and Training	<ol style="list-style-type: none"> 4 GCSE A-C including English Level 2 Typing Qualification NVQ Level 2 in Business Administration 	<ol style="list-style-type: none"> Level 3 Typing Qualification NVQ Level 3 in Business Admin or relevant equivalent 	<ul style="list-style-type: none"> Application form Letter of application References
Experience	<ol style="list-style-type: none"> A minimum of 2 years recent relevant administrative experience including experience of word processing mail merge documents, spread sheets and maintaining records A minimum of 2 years recent relevant experience of working in a office environment 	<ol style="list-style-type: none"> Working in a school environment 	<ul style="list-style-type: none"> Application form Letter of application References Interview
Knowledge and Understanding	<ol style="list-style-type: none"> Applicants should be able to demonstrate good knowledge and understanding of the following areas: Word, Excel, Powerpoint, Publisher, Email. Dealing with parents/carers/students in a professional manner 	<ol style="list-style-type: none"> Knowledge of working with SIMs 	<ul style="list-style-type: none"> Letter of application References Interview
Skills and Personal Qualities	<ol style="list-style-type: none"> Professional approach to work Excellent attendance and punctuality Ability to work to strict deadlines High standards of English Ability to prioritise workload Positive and proactive attitude to work Fast and accurate typing ability Polite manner Ability to work calmly under pressure Able to work as part of a team and on own initiative Approachability Ability to communicate effectively with staff, students and parents Good organisation skills 		<ul style="list-style-type: none"> Application form Letter of application References Interview



High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

Support Staff Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund.
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling