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**Monkwearmouth Academy Job Description**

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| **Post Title:** | Attendance Administration Assistant |
| **Reporting to:** | Attendance Officer |
| **Key Responsibilities:**   1. Ensure all registers are completed and maintained with accuracy on a daily basis. 2. Ensure all attendance data is entered into the Management Information System (MIS) including for visits and other off-site activities. 3. Maintain attendance data on the MIS system, including ensuring absences are recorded correctly in accordance with Department for Education codes. 4. Communicate with parents/carers regarding attendance and keep records of calls made, reasons for absence, offering support and challenge where appropriate. 5. Send appropriate correspondence to parents/carers regarding absence and attendance. 6. Provide data to colleagues who monitor and take action on student attendance/punctuality issues including SLT. 7. To prepare correspondence to make attendance referrals to the Local Authority. 8. To support the Attendance Officer with home visits if required. 9. Working as part of the office team to undertake general administration duties. 10. Prepare bulk emails and texts using the academy communications systems. | |
| **Other Specific Duties:**  To be a full and active member of the Business Support team, assisting and covering for colleagues across the school.  Employees are expected:   * To consistently promote the school in a positive light at all times and to all stakeholders and to show respect to colleagues, students and other stakeholders * To participate in the administration of emergency first aid in school * Monkwearmouth Academy is inclusive and expects all colleagues to support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis * To play a full part in the life of the school community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example * To continue personal and professional development through active engagement in the appraisal process * To have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the School’s Child Protection Policy and Keeping Children Safe in Education * To comply with the school Health and Safety Policy * Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description * To carry out any reasonable request made by the Headteacher. | |