

JOB DESCRIPTION

Post title:	Senior Administrator (Attendance)
Academy:	Wearside Cluster (primarily based at Academy 360)
Reporting to:	Attendance Lead
Salary/Pay range:	NJC SCP 7-11 £25,584 - £27,269 FTE (Actual £22,533 - £24,017)
Hours of work:	37 hours per week, term time only and 5 Additional days

Purpose of Job

Good attendance is essential to academic success, pupil wellbeing and successful progression to the next steps in education. When attendance is high, we know that our students have improved life chances and make more progress academically and socially.

The Senior Administrator (Attendance) supports a culture of high expectations by addressing poor attendance and ensuring that students attend school.

The Senior Administrator (Attendance) is responsible for implementing the Academy's Attendance Policy, promoting positive attendance and punctuality amongst all students and proactively managing the Academy's first day of absence procedures with parents/carers.

Main Duties and Responsibilities

- Adhere to policies, procedures and strategies to promote positive attendance and punctuality for all students.
- To utilise the Academy Management Information System (MIS) to input and monitor attendance at every teaching session as well as morning and afternoon statutory registration accounting for all pupils in school.
- Ensure that attendance for pupils arriving late to school is accounted for in a timely fashion.
- Manage the first day of absence contact procedures with parents and families, ensuring that proactive conversations are occurring with parents regarding non-attendance.
- Support with identifying home visits and ensuring that these are allocated to team members and actions are recorded.
- Be the central point of contact regarding any suspensions from the Academy, ensuring that suspensions are correctly recorded in the Academy's MIS and that suspension letters for parents/carers are generated in a timely fashion.
- To identify where there are concerns about students' attendance and ensure that appropriate action is taken.
- Administer the A Star attendance system ensuring that the staged attendance process is managed swiftly.
- Assist in the production and collation of information for attendance legal referrals and case files
- Maintain Academy records for pupils accessing alternative provision or part-time provision and alert the Attendance Lead of any emerging patterns of poor engagement.
- Support other members of the Attendance team by accompanying them on home visits, where necessary and as required.

- To develop and maintain constructive relationships with students, parents/carers and outside agencies.
- To support students who are reluctant to attend school and /or need support to engage with learning.
- To ensure that students and parents are aware of the impact of poor attendance on learning and progress.

Additional Duties

- The post holder will be required to reasonably support the Attendance needs of other schools in the cluster and wider Trust.
- Any other duties as may reasonably be requested by the Headteacher. The above duties do not define or include all tasks required of the post holder, duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with Academy policies and Keeping Children Safe in Education, where required.