

ST ALBAN'S CATHOLIC HIGH SCHOOL



ATTENDANCE ASSISTANT

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the School's distinctive ethos and mission statement as a Catholic School.

Salary / Grade	Grade 3 (Point 7-11)
Hours	30 HPW / 39 Weeks per Year
Reports to	Head of Safeguarding

Job Role:

To ensure that attendance data is up to date. Collating and authorising absence and working with other colleagues and professionals to address attendance issues and maintain a high standard of attendance.

Main Responsibilities:

Attendance

- To manage daily absence notes, emails and phone calls
- To contact parents/guardians concerning student absence which has not been reported
- Maintain registers, ensuring that all students are registered twice a day, deal with 'missing' marks and ensuring accurate recording of students educated off site, excluded etc.
- To undertake administrative and clerical duties arising from the registration of students' lateness and absence
- To follow up persistent absence and support the pastoral team with identifying and supporting students.
- To attend ILAB (Inclusion Learning Attendance & Behaviour) meetings and share attendance data for students in year 7-11.
- To follow up any 'unauthorised' absence through discussion with colleagues, parents/guardians and EWO as necessary
- To input/enter and update attendance data on Arbor, monitoring and ensuring accuracy at all times
- To liaise with Education Welfare Services to support persistent absentees and vulnerable groups.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Signed	
Postholder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

Person Specification

	Essential	Desirable
Qualifications and Experience		
Experience of leading and managing staff	✓	
Good pass in English GCSE (or equivalent)	✓	
Good pass in Maths GCSE (or equivalent)	✓	
Experience of liaising successfully with parents and School communities	✓	
Practical experience of managing School computer systems	✓	
Experience of working with students across the secondary age range	✓	
Personal Qualities		
Strong organisational skills	✓	
Strong verbal and written communication skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and abilities		
Ability to complete complex returns, write complex letters and reports	✓	
Ability to liaise with parents/carer's sensitively	✓	
Ability to exchange complex information clearly and sensitively	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to manage difficult or controversial exchanges	✓	
Establish effective relationships with those working in and with the School	✓	
Able to represent the School at LA and consortium meetings	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to develop and implement effective systems to share and safeguard information	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Able to ensure that tight, strict deadlines are met	✓	
Understanding of Health & Safety	✓	
Able to demonstrate a firm commitment to equality	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	
Commitment to ongoing professional development	✓	