**Academy Attendance Officer**

**JOB DESCRIPTION**

**Role Purpose:**

The purpose of this role is to ensure the effective management and monitoring of pupil attendance and punctuality within the school, supporting the school community to promote and achieve excellent attendance. The Attendance Officer will work closely with staff, pupils, parents, and external agencies to encourage regular attendance, address barriers to learning caused by absence, and ensure statutory responsibilities are met.

**Key Accountabilities  
The post holder will be accountable for:**

* Monitoring and Managing Attendance: Recording, tracking, and analysing pupil attendance and punctuality using the school’s management information system (e.g., Arbor), ensuring data is accurate, up to date, and meets statutory requirements.
* Follow-up and Communication: Contacting parents/carers by telephone, email, or letter regarding pupil absences; following up on unexplained absences promptly in line with the school’s attendance policy.
* Liaison with Staff and External Agencies: Working closely with teaching staff, the safeguarding team, and external agencies to support pupils with poor attendance and ensure early intervention strategies are in place.
* Producing Attendance Reports: Preparing regular attendance and punctuality reports for senior leaders, governors, and the local authority; highlighting patterns, concerns, and improvements.
* Home Visits and Meetings: Supporting home visits (where necessary) and attending meetings with parents, carers, and external agencies to address attendance issues.
* Administrative Support: Carrying out general administrative tasks related to attendance such as preparing letters, completing statutory returns, maintaining accurate pupil records, and updating attendance data.
* Reception Cover: Assisting with reception duties as required, including greeting visitors, answering routine telephone and face-to-face enquiries, and signing in visitors.
* Safeguarding and Welfare: Alerting the line manager or designated safeguarding lead to any concerns about a pupil’s welfare, particularly where attendance issues may be linked to safeguarding risks.
* Health and Safety and Equality: Taking responsibility for the health, safety, and welfare of self and colleagues in line with Trust policies, and promoting equality, diversity, and inclusivity in all aspects of the role.
* Other Duties: Undertaking any other duties appropriate to the grade and role of the post as requested by the line manager

Vantage Academy Trust is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

**PERSON SPECIFICATION**

**KNOWLEDGE, EXPERIENCE & SKILLS**

|  |  |
| --- | --- |
| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

Please show in your application where you meet the following requirements.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **E** | **D** | **A** | **I** | **P** |
| **Knowledge** | Good qualifications in both English and Maths | X |  | X | X |  |
| Knowledge of GDPR requirements |  | X | X | X |  |
| Knowledge of Safeguarding requirements |  | X | X | X |  |
| Experience of using the Microsoft Office suite to intermediate level or above | X |  | X | X | X |
| Experience of administrative or secretarial work | X |  | X | X | X |
| **Experience** | Experience of working front of house/reception |  | X | X | X | X |
| Experience of working in a team | X |  | X | X | X |
| Experience of working in an educational establishment |  | X | X | X |  |
| Ability to work effectively within a team environment | X |  | X | X | X |
| Ability to build and maintain effective working relationships with colleagues and pupils | X |  | X | X | X |
| **Skills** | Ability to maintain confidentiality and sensitivity around information | X |  | X | X | X |
| Good time management skills and ability to meet deadlines | X |  | X | X | X |
| Ability to use ICT and other specialist equipment and resources | X |  | X | X | X |
|  | Ability to communicate effectively | X |  | X | X | X |