



KING EDWARD VI CAMP HILL SCHOOL FOR BOYS

Job Description

Title	School Attendance Officer, with Reception and Clerical Duties
Grade	Grade 2 Point Range 17-19 (Currently 18 672 - £19 446 pro rata)
Hours	36.5 hours per week, term time plus the first 5 working days of the summer holiday. Monday – Friday 8.15am – 4.00pm, 30 min lunch (8.00am start on one day, can be discussed at interview)
Reports to	PA to Head teacher
Disclosure level	Enhanced
Purpose	To monitor whole school pupil attendance, persistent absence and punctuality. To provide a friendly, welcoming, helpful and efficient service to all who contact or visit the school and to school staff and pupils.
Duties and responsibilities	<ul style="list-style-type: none"> • To make first day calls to establish reasons why pupils/students are absent and input relevant information onto SIMS • To check the accurate completion of all registers focusing on roll call (periods 1 and 4) and to alert tutors to incomplete registers. • To print out weekly lists of absentees for Form Teachers and weekly lists of late pupils with minutes late for Heads of Year. • To monitor and investigate absence by contacting parents for reasons as required. • To input marks for pupils/students who arrive late, have medical appointments or for other reasons onto the school management system. • Liaison with Heads of Year concerning persistent pupil absence. • To process absence letters/emails and phone calls and update student attendance information, including following up on letters/emails not received and correspondence requiring further information. • To maintain registers and associated files and ensure they are kept up to date. In addition ensure relevant information is archived each year. • To analyse attendance/lateness data and prepare reports and statistical information on a weekly basis highlighting which pupils/students should be targeted each week for follow-up. • To contribute to an annual report on attendance. • To produce a monthly summary of attendance across the school and any other reporting on attendance as required. • To enter new pupils on the SIMS system with all relevant contact details. • To contact all parents on an annual basis for amendments to contact

	<p>details, updating all amendments on SIMS system.</p> <ul style="list-style-type: none"> • To manage main school switchboard as required. • To manage School Reception, providing a welcoming and efficient service to visitors, parents, staff, pupils and site services as required. (This is currently shared with our part-time receptionist). • Plan and allocation of lockers for annual distribution and collection of keys, including collection and return of key deposit and sale of key replacements. • Undertake general administrative tasks • Assist with emergency fire evacuation procedures as required • Work as part of the larger support team • Undertake admin and reception cover for the first 5 working days of the school summer holiday • Participate fully in the school's performance management process • Undertake training and development as required for this role • Play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example • Undertake any other tasks required from time to time that are appropriate to the grade
<p>This job description is current at the date shown but, in consultation with the employee, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Please scroll down for Person Specification

Person Specification

	Criteria	Essential or Desirable	Evidence Application (A) Interview (I)
Education, Qualifications and Training	<ul style="list-style-type: none"> • Good general education including GCSE (or equivalent) maths and English • Be first aid qualified or willing to undertake required training • School Attendance Officer Certificate 	E D D	A A & I A
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working as an attendance officer • Experience of using and maintaining a database such as SIMS • Experience of Microsoft Office packages and email 	D D E	A & I A, I A
Personal Qualities	<ul style="list-style-type: none"> • Have excellent communication skills both written and verbal • Have the ability to: <ul style="list-style-type: none"> - work well as part of a team - work well on own initiative - manage own workload - work well under pressure - work well to deadlines • Have a calm and flexible nature • Have a polite, friendly and helpful manner • Be professional, diplomatic and courteous but firm • Good organisational skills • Be well presented 	E E E E E E E	A, I A I A & I A & I A & I A, I I
Other	<ul style="list-style-type: none"> • Be willing to actively participate in the Academy's performance management process • Be willing to undertake training and development as required • Be committed to safeguarding and promoting the welfare of children and young people 	E E E	A & I A & I A & I