

STANCHESTER ACADEMY

JOB DESCRIPTION

Attendance Officer

The Stanchester Academy Culture reflects that of our sponsor.

The success of the Academy will be underpinned by two fundamental tenets:

Students come first: First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Academy. It also drives the Academy's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Academy shares this philosophy.

All staff employed at the Academy are team players: Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Academy. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Academy in its wider community.

PERSONAL PROFILE

The success of the Stanchester Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. They must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially post holder must have a commitment to comprehensive all-through education and training. They will believe passionately in the entitlement of individuals of all ages to learning.

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Core Purpose

- To provide administrative support for the attendance system across the whole Academy.

Main Responsibilities and Duties

- Main responsibilities will include those below, but additional functions may be included e.g., word processing, filing, reprographics, reception cover and general administration.
- Administer an efficient and effective attendance recording system using attendance software packages.
- Provide information on attendance to the Pastoral administrators, Heads of Year, tutors, teachers and other appropriate support agencies.
- Provide on-going support and help to teach staff the use of the SIMS Attendance and use of the Department for Education codes of practice.
- Input and retrieve data stored on the SIMS attendance software. To produce attendance reports and information for use with Assessment and Reporting, and giving guidance and support to teaching staff with regard to inputting of information.
- Liaise with parents including co-ordinating meetings, issuing letters, telephone calls/texting; arrange home visits as and when required.
- Liaise with the Education Welfare Officer and provide attendance information as required to meet statutory requirements.
- Provide tutor/teacher support and assistance when required to monitor/support attendance.
- This is very much a developing role so the duties may change under the direction of the Headteacher.
- Analyse data and pass onto the EWO or leadership team as required.
- Receives telephone calls, redirects to appropriate member of staff.
- Organises and monitors detentions for late arriving pupils.
- To be a team player and contribute within your own capabilities towards the teams/school duties.

Problem Solving and Creativity

- Work is undertaken within laid down procedures and guidelines, but by the nature of the job is subject to constant interruptions. Needs to be able to, and has the discretion to, prioritise immediate issues/problems, within daily workload and deadlines to be met.

Decision Making

- Answers some non-routine queries and filters other to appropriate member of staff, works under the direction of the Assistant Headteacher.

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- Will encounter situations where the issues are not so clear, and will need to exercise judgement and refer non-routine queries of a contentious or complex nature to line manager for advice and guidance.

Relationships

- Reports to the Assistant Headteacher and Senior Leadership administrator
- Has no direct supervision of staff.
- Regular contact with all members of staff and students, parents, suppliers, LA, Social Services and Police etc. to pass or receive information, give advice and guidance, resolving queries and providing assistance
- Some contact may not be straightforward and need to be referred.
- Provides information, advice and guidance, in some cases about confidential matters.

Physical Working Conditions

- Working across the Academy, in front line office environment with frequent use of IT equipment together with frequent filing, lifting, etc. work. Will come in contact with staff, pupils, parents and other visitors to the school.
- May be rare occasions when threatening behaviour is evident and support action procedures involving other staff should be activated.

Knowledge, Skills and Experience

- Appropriate educational qualification would be 5 GCSE's at C and above or relevant equivalent.
- Ideally will have experience of working in an office environment.
- Ability to deal with public under difficult situations at times, able to keep calm at all times, act on own initiative, as well as part of team, expected to deal with duties promptly and efficiently, and be a good communicator.
- Ability to be resilient and deal with people in a calm, polite, yet assertive manner.
- Computer literate, with keyboard skills.
- Accuracy, Initiative, well organised, flexibility, adaptability, reliability and resilience.
- Knowledge of other computer packages where these are appropriate.

Other Requirements

- Attends mandatory training, for example, for child protection.
- Responsible for the health, safety and welfare of themselves and others.
- To be responsible for the safeguarding and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities towards the Academy vision.
- The post-holder may from time to time be required to carry out other duties commensurate with the role.