

**MATRIX ACADEMY TRUST**  
**Job Description – Attendance Officer**

Arrangement	Term Time Only
Salary	Scale Group 9 Spine Point 33-36
Main Purpose:	To work alongside key school staff to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance across the school.
Main Activities - Attendance:	<ul style="list-style-type: none"> <li>• To establish and develop a professional service to address issues regarding attendance and punctuality, investigating persistent absence and the reasons impacting on the attendance of individuals students and providing direct support and advice to senior and named staff within the school.</li> <li>• To maintain a working knowledge of the statutory framework relating to school attendance, child employment , child protection and special needs in order to be able to offer informed advice to parents, staff and governors.</li> <li>• To undertake casework regarding students with attendance and punctuality issues, liaising with students, parents/ carers and school staff to identify individual problems and possible solutions.</li> <li>• To contribute to raising achievement by improving individual student’s attendance and punctuality.</li> <li>• To manage and prioritise workload to meet deadlines.</li> <li>• To ensure parents &amp; carers are fully aware of their statutory responsibilities for school attendance and to call and participate in attendance surgeries.</li> <li>• To undertake unsupervised home visits where appropriate.</li> <li>• To seek to identify the underlying causes of poor attendance &amp; punctuality and to advise staff on agreed plans to facilitate students’ return to school, improved attendance and access to education.</li> <li>• To keep clear and concise records of all consultations and to produce reports as requested.</li> <li>• To support the care and well-being of those with attendance and punctuality issues.</li> <li>• To maintain effective liaison with other services and external agencies concerned with the welfare of children.</li> <li>• To ensure schools carry out their legal responsibilities in respect of students including preparing statements and court reports.</li> <li>• To contribute to the formation of formal reports for multi-agency meetings, governor hearings and court proceedings etc.</li> <li>• To prepare referrals for multi –agency intervention.</li> <li>• To manage the elective home education process.</li> <li>• To manage the Spotlight process.</li> <li>• Complete daily &amp; weekly tasks required to ensure full Attendance Policy compliance.</li> <li>• Attend some multi agency meetings if required by the Achievement Team or Assistant Head Teacher.</li> <li>• Manage Alternative Provision pupil’s cohort files.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

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**Person Specification – Attendance Officer**

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Any other relevant qualifications e.g. Business and Administration NVQ	D	A/I/S
Mental Health First aid trained	D	A
<b>Experience and Knowledge</b>		
Previous experience working within an administration role	E	A/I/S
Working within a school or fast paced environment	E	A/I/S
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I/S
Effective use and knowledge of ICT packages	E	A/I/S
Experience of working with data sets and producing reports	E	A/I/S
Experience of working with external agencies e.g. Local Authorities	D	A/I/S
Knowledge and use of MIS system (preferably SIMS)	D	A/I/S
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Have strong organisation and time management skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Confident in working independently	E	A/I/S
Excellent inter-personal skills, with both children and adults	E	I
Be motivated, resilient and able to work alongside pupils that can sometimes have distressing experiences	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*