



Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form College

We will achieve excellence and inspire generations the Cass Way

Headteacher: Mr P. Woods

Attendance Officer Job Description

Role title	Attendance Officer
Purpose of role	To be responsible for the administration of attendance data, including first day contact
Working hours	35 hours per week for 39 weeks per year (term-time only position)
Line Manager	Assistant Headteacher (Safeguarding)
Grade of Post	SO1

Key Duties:

1. Responsible for the school's electronic attendance database, including maintenance and monitoring of the attendance records/ absences in line with legislation and regulations
2. Direct responsibility for 6th form attendance
3. Executive responsibility for whole school attendance
4. First day contact with parents/ carers
5. Liaise with other staff to follow through incomplete registrations and reasons for absence
6. Liaise with other staff to support internal monitoring and hand-over to the Home-School Liaison Officer and/ or the Safeguarding Officer if appropriate
7. Attend weekly meetings with the Behaviour Progress Officers
8. Produce lists, information and run reports relating to attendance data, as requested
9. Compile and maintain the school's attendance data profile, including reasons for absence, and vulnerable groups at risk of absence
10. Produce annual returns for external agencies

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.



Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: