



JOB DESCRIPTION

POSITION:	Attendance Officer
REPORTS TO:	Headteacher
RESPONSIBLE FOR:	Improving attendance and punctuality throughout the school
GRADE:	D: Point 5-6

MAIN PURPOSE

To promote and apply intervention strategies to ensure high levels of attendance and punctuality of pupils within the school.

MAIN DUTIES

- Monitor accurate pupil attendance and lateness records on a daily basis.
- Follow up on pupils' absences and lateness by In-touch/telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
- To check on late pupils.
- To ensure all unexplained absences are accounted for, seek the reason for absence via telephone or letter home if required.
- To check the accuracy and correct coding on registers.
- To follow Attendance policy and send out letters as required.
- Identify individuals and/or groups of pupils that require additional support to improve their levels of attendance and punctuality.
- Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance.

KEY TASKS:

- To identify and implement intervention strategies to address and continually improve attendance and punctuality for targeted individuals.
- Maintain accurate manual and electronic records on behalf of the school.
- Making home visits to pupils and parents/carers as appropriate.
- Initiate and follow through appropriate sanctions in liaison with the relevant colleagues and other professionals including fines and court action.

- In liaison with relevant colleagues/school management, attend follow-up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
- Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on pupil attendance and punctuality.
- Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals.
- Provide accurate and timely attendance and lateness reports to relevant colleagues, Heads of House and other professionals.
- Support the transition points and new arrivals.
- Supporting and checking on pupils who are out of school for any reason, for example, suspension or attending alternative provision.
- Report any welfare and/or child protection concerns as per school policies and procedures.
- Completion of accurate statistical returns regarding pupil attendance and punctuality as required by the school, local authority and DfE. Reviewed January 2023
- Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Undertake professional development activities to enhance personal development and job performance, through the provision of training and mentoring.
- Attend relevant school meetings, as well as any other meetings associated with this role.
- Any other reasonable duties as required by the Headteacher.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/Improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.

- Undertake personal development through training and other learning activities including performance management as required.

Supervision and Management of People

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Contacts and Relationships

Daily contact by telephone and face to face with SLT responsible for Attendance, other SLT, pupils, carers and regular contact with the Headteacher, Senior Governors.

Work Environment

Work is subject to deadlines and changing demands. · Work requires normal physical effort in a heated, lit and ventilated environment. · The post holder will be required to work outside of the school day to visit families in their homes. Therefore, flexibility in work patterns may be required on occasion.

GENERAL

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

Any other duties commensurate with the role of an Attendance Officer that may be required from time to time. Attendance Officers are accountable to the Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE school and DfE should make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees



HATTON HILL PRIMARY SCHOOL

PERSON SPECIFICATION

Post: ATTENDANCE OFFICER

PERSONAL ATTRIBUTES REQUIRED (Considerations)	ESSENTIAL (E) or DESIRABLE (D)
<p>Education & Qualifications</p> <p>5 GCSE's with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education</p> <p>A good standard of general education, in particular, the ability to write to a high standard of literacy and develop reporting writing skills</p> <p>Good level of IT competence, including word and excel</p> <p>Ability to undertake the travel requirement of this role</p> <p>A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification</p> <p>Level 3 Safeguarding</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p>Experience & Knowledge</p> <p><i>Knowledge of school's behaviour and management policy and procedures</i></p> <p><i>Knowledge of school's fire and emergency procedures</i></p> <p>Knowledge of Child Safeguarding procedures</p> <p>Experience of working with children and within a school attendance related service</p> <p>Up-to-date knowledge of attendance regulations</p> <p>An understanding of the issues affecting truancy and non-school attendance</p> <p>An understanding of issues that may affect a pupil's ability to attend school</p> <p>Awareness of legislation relating to the welfare and protection of young people</p> <p>Working with young people and their families, preferably within an educational context</p> <p>Using IT systems to compile reports as well as analysing statistical data for monitoring purposes</p> <p>Working with professionals and other agencies and in a multi-agency context</p> <p>Previous experience of SIMS Attendance module</p>	<p><i>Training provided</i></p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p>Skills & Abilities</p> <p>Well-developed administrative and organisational skills</p> <p>Ability to cope with stressful/conflict situations</p>	<p>E</p> <p>E</p>

<p>Ability to manage home visits</p> <p>Sensitivity in dealing with confidential issues</p> <p>Ability to persuade and negotiate and have the confidence to challenge difficult behaviour</p> <p>Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met</p> <p>Good communication skills, both written and oral, with both adults and young people</p> <p>Personal credibility to deal with a wide range of stakeholders and represent the school in dealing with external representatives</p> <p>Able to work on own initiative as well as in a team</p> <p>Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups</p> <p>Maintain a professional and positive manner</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Safeguarding & Special Requirements</p> <p>Hatton Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.</p> <p>The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical questionnaire and satisfactory references.</p> <p>It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.</p> <p>Hatton Hill Primary School expects all employees and volunteers to be committed to the Trust's Policies and ethos</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

Prepared by: **Name:** **Anna James**

Designation: **Headteacher**

Date: **March 2026**