



## MACMILLAN ACADEMY JOB DESCRIPTION

<b>Job Title:</b>	Attendance Officer
<b>Responsible to:</b>	Mr A Clark, Education Welfare Officer
<b>Purpose:</b>	To maintain accurate records for attendance as well as working to improve levels of attendance

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### Principal responsibilities:

- To identify and work with individuals and groups of students, using regular attendance checks.
- To work closely with parents/carers and students to improve levels of attendance.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform the academy Educational Welfare Officer and parents/carers.
- To administer the daily attendance process through SIMS and School Gateway.
- To support the Deputy Principal in managing in-year transfers/admissions.
- To undertake appropriate administration for student leave of absence requests.
- To play an active part in the student development team.

### Duties:

- To work with groups of students to improve levels of attendance.
- To work with parents/carers and other agencies in improving their student's attendance record and coordinating parental support and training where appropriate.
- To undertake home and school visits as designated by the academy.
- To interpret information relating to attendance patterns and identify key areas of concern.
- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To assist with the identification of students who will receive support in improving their attendance record.
- To follow Academy Policy of 'first day contact' within the school.
- To check and remind any necessary staff to complete registers.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation.
- To assist and check records prior to the completion of the census to ensure school attendance is accurate and up to date.
- To prepare appropriate documentation as required by the Local Authority.

### NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line manager signature: \_\_\_\_\_ Date: \_\_\_\_\_